

What are our overall Volunteer Goals?

Work with students to ensure . . .

- things are moving forward or progressing in your business.
- students are completing job tasks, using detailed employee manuals.
- your business is working toward earning a profit.

What is my role at JA BizTown™?

- Volunteers will assist students by helping them understand and stay focused on their job throughout the day.
- Each student will have a job specific binder with step-by-step directions. All students should complete job tasks as much as possible on their own, and volunteers should offer encouragement or gentle reminders as needed.
- The visit day is a learning *process*. Student completion of all job tasks is not required to have a successful learning experience. The overall lesson is focused on how an economy works and how teamwork and job focus affect the resulting profit or loss for each business.

When should I arrive at JA BizTown?

- Arrive at JA BizTown 30 minutes prior to your child's school's scheduled arrival time for JA BizTown. Report to your assigned business and a JA staff member visit to train on business specific details.

How long will I be at JA BizTown?

- You will be at JA BizTown about 5 hours (30 minutes prior to beginning and 4 hours and 30 minutes for student visit).

What should I wear as a Volunteer?

- Wear comfortable shoes and clothes.
- You may be sitting on the floor with students.
- Upon arrival, you will be given a red volunteer apron.

May I take pictures at JA BizTown?

You may take pictures if you:

- don't plan on publishing the pictures.
- avoid any child with a star symbol on his/her nametag.

If my child comes on the bus, may I take him/her home with me in the car?

- You **may not** take your child home with you unless previous arrangements have been made with your child's school. All students will be dismissed following the Closing Town Meeting.

Where can I leave any personal belongings?

- Coats and purses may be put in the closet to the left as you enter into JA BizTown. This closet will be locked during the day after everyone has arrived.
- Lunches should be taken with you to your business.

What about lunch?

- You may take your lunch break with your child on their color lunch break, usually the second rotation of breaks. If you are the only volunteer in a business, simply let the JA staff know that you are taking a break and they will monitor business while you are away.
- We do not have refrigeration or microwaves for volunteer use. You may eat in the Smokehouse Market.
- Complimentary beverages and popcorn are available at Smokehouse Market for all volunteers. We ask that you consume all food and beverages in Smokehouse. Water may be consumed in your business.
- Cookies may be purchased for \$1.00 per cookie. Please see a JA staff member for a "cookie coupon," if you desire to purchase a cookie.
- If a student has lost or forgotten to bring a lunch, please see a JA staff member. We will do our best to provide something for the student.

Where are the restrooms located?

- Adult restrooms are located in the lobby, down the hall across from the JA BizTown entrance. Once our day is in session, the JA BizTown doors are locked for the security of our students. If you need to use the restroom, or leave JA BizTown for any reason, please let a JA staff member know so that we can assist you with re-entry. The JA receptionist in the lobby is also available for assistance.
- Restrooms for student use are located in JA BizTown in the hallway between KPLR 11 and Bank of America. Please remind students to use these restrooms and remain in JA BizTown at all times.

How do I purchase JA BizTown merchandise?

- Contact a JA staff member during the visit day. Merchandise may be paid for with cash or check. T-shirts(\$8), sling back packs(\$5), and pencils (\$.50) are available.

Is there anything else I should know? Yes, Please remember:

- Students should be learning while having fun.
- Some students will not master everything.
- Perfection is not the overall goal – an understanding of how an economy runs is our goal.
- Try to encourage teamwork, creativity, and innovative thinking.
- JA staff is here to ensure a successful visit day; please speak up if you need an extra hand.
- Time is often out of our control, and there is normally little flexibility with our daily schedule.
- It is normal for things to be fast-paced and busy – hang in there!

JA BizTown Daily Schedule

Sequence of Events	Where?	Approximate Time
Volunteer Training	Assigned business	30 minutes
Student Welcome	Front of gazebo	15 minutes
Business Start-Up	In businesses	40-45 minutes
Opening Town Meeting	Front of gazebo	15 minutes
Break #1 Rotation	Red on break	20 minutes
Break #1 Rotation	Yellow on break	20 minutes
Break #1 Rotation	Green on break	20 minutes
Staff Meeting	In businesses	10 minutes
Break #2 Rotation	Red on break	30 minutes
Break #2 Rotation	Yellow on break	30 minutes
Break #2 Rotation	Green on break	30 minutes
Business Clean-Up	In businesses	5-10 minutes
Closing Town Meeting	In businesses	10-15 minutes

- **These are approximate time intervals. They may have to be adjusted based on time constraints specific to each school.**
- **Students will do personal banking and shopping on both breaks and eat lunch on their second break.**
- **Volunteers may eat lunch at anytime. If there is one volunteer in a business, please notify a JA Staff member and they will monitor the business during volunteer lunch.**