




Welcome to Your Volunteer Day at JA BizTown in Just-4-U!

We appreciate all your assistance today in making this an outstanding learning experience for the students employees in JUST-4-U. Please dispose any coffee, juice, or soda in The Smokehouse Market **BEFORE** students arrive. You may have bottled water in your business throughout the day.

Your Day

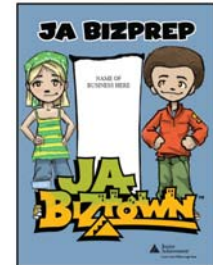
- JUST-4-U is a retail store that sells customized items (e.g., pins, door hangers, mugs) and pre-manufactured items.
- Before the JA BizTown “citizens” arrive, a JA staff member will greet you and provide some hints for the day.
- When the citizens arrive, they will be seated in the common area. We encourage you to listen to the orientation that they receive.
- At the end of the orientation, the employees will report to you, and you will cover all the points on pages 2-8. Then they will begin their work.
- The CFO gets started right away.
- **Important employee tasks to double-check** 
 - No one leaves the business until the Opening Town Meeting.
 - The **CFO** handles the payroll and pays all bills. The CFO also makes business deposits, so JUST-4-U can repay its loan.
 - The **CEO** helps set prices for sale items, gives a speech, handles several business matters, and helps wherever necessary.
 - The **Sales Associates** take work orders for custom items and assist customers with their purchases.
 - The **Designers** produce the custom orders.
- This Volunteer Guide breaks out the day into its main parts:
 - **Business Start-up** – pages 2-8
 - **First Work/Break Rotation** – page 9
 - **Staff Meeting** – page 10
 - **Second Work/Break Rotation** – page 11
- Some general information is located on page 12.

VOLUNTEER GUIDE TO START-UP BUSINESS MEETING

During your business start-up meeting with the students, **please be sure to complete the following.**

1. Point out the JUST-4-U aprons hanging on the wall. Explain that they may wear these if they wish. It is optional.
2. Have the students sit on the floor around you, and introduce yourself and other volunteers.
3. Give students the appropriate **job button** to wear, found in the basket on the CEO's desk.

4. Make sure that you have the **JA BizPrep** envelope, containing work that the students completed at school. They will need these pages throughout the day.



5. Tell the CEO to give the **Business Costs Sheet** to the CFO (located in the JA BizPrep envelope).

Account #	Amount	Debit	Credit	Balance
1000	100.00			100.00
1010	100.00			100.00
1020	100.00			100.00
1030	100.00			100.00
1040	100.00			100.00
1050	100.00			100.00
1060	100.00			100.00
1070	100.00			100.00
1080	100.00			100.00
1090	100.00			100.00
1100	100.00			100.00
1110	100.00			100.00
1120	100.00			100.00
1130	100.00			100.00
1140	100.00			100.00
1150	100.00			100.00
1160	100.00			100.00
1170	100.00			100.00
1180	100.00			100.00
1190	100.00			100.00
1200	100.00			100.00
1210	100.00			100.00
1220	100.00			100.00
1230	100.00			100.00
1240	100.00			100.00
1250	100.00			100.00
1260	100.00			100.00
1270	100.00			100.00
1280	100.00			100.00
1290	100.00			100.00
1300	100.00			100.00
1310	100.00			100.00
1320	100.00			100.00
1330	100.00			100.00
1340	100.00			100.00
1350	100.00			100.00
1360	100.00			100.00
1370	100.00			100.00
1380	100.00			100.00
1390	100.00			100.00
1400	100.00			100.00
1410	100.00			100.00
1420	100.00			100.00
1430	100.00			100.00
1440	100.00			100.00
1450	100.00			100.00
1460	100.00			100.00
1470	100.00			100.00
1480	100.00			100.00
1490	100.00			100.00
1500	100.00			100.00
1510	100.00			100.00
1520	100.00			100.00
1530	100.00			100.00
1540	100.00			100.00
1550	100.00			100.00
1560	100.00			100.00
1570	100.00			100.00
1580	100.00			100.00
1590	100.00			100.00
1600	100.00			100.00
1610	100.00			100.00
1620	100.00			100.00
1630	100.00			100.00
1640	100.00			100.00
1650	100.00			100.00
1660	100.00			100.00
1670	100.00			100.00
1680	100.00			100.00
1690	100.00			100.00
1700	100.00			100.00
1710	100.00			100.00
1720	100.00			100.00
1730	100.00			100.00
1740	100.00			100.00
1750	100.00			100.00
1760	100.00			100.00
1770	100.00			100.00
1780	100.00			100.00
1790	100.00			100.00
1800	100.00			100.00
1810	100.00			100.00
1820	100.00			100.00
1830	100.00			100.00
1840	100.00			100.00
1850	100.00			100.00
1860	100.00			100.00
1870	100.00			100.00
1880	100.00			100.00
1890	100.00			100.00
1900	100.00			100.00
1910	100.00			100.00
1920	100.00			100.00
1930	100.00			100.00
1940	100.00			100.00
1950	100.00			100.00
1960	100.00			100.00
1970	100.00			100.00
1980	100.00			100.00
1990	100.00			100.00
2000	100.00			100.00

6. Tell the CFO to go to the computer and begin processing the payroll, following the instructions in the CFO Employee Manual.
 - a. The CFO will print TWO sets of payroll checks, which the CEO signs. The CFO will file the second set of payroll checks.
 - b. The CEO will hand out the first payroll checks.
7. Go over the students' personal JA BizTown **checkbooks**.

Explain that, when they go to the bank, they must have the following done or they will not be permitted to proceed to a teller.

PLEASE check their work. This is very important! (*Go to next page.*)



Just-4-U




Deposit Ticket

(All workers should complete the following. They should have done this at school, but please check.)

- Name and account number should be on each deposit ticket.
- The first deposit ticket should have been completed at school. Students know how much they will be paid (*located on the Business Costs Sheet in the JA BizPrep envelope*). A payroll tax of 2% is deducted, so their paycheck will be 98% of their salary.
- If they want cash back (\$2.00 maximum per pay period), they must subtract \$2.00 from the paycheck amount. The “net deposit” will be the amount that is deposited in the bank. For example, if a worker is paid \$8.82 and wants \$2.00 in cash, the net deposit is \$6.82. They must sign the deposit ticket for cash back.
- They should **tear out** the deposit ticket BEFORE going to the bank.
- **They should have the deposit entered in their checkbook registers.**

DEPOSIT TICKET

Name _____



CASH	CURRENCY	
	COIN	.
LIST CHECKS SINGLY		
		8 82
		.
		.
SUBTOTAL		8 82
LESS CASH RECEIVED		2 00
NET DEPOSIT \$		6 82

Date _____ 20____
Deposits may not be available for immediate withdrawal.

signature
Signature required for cash received.

Acct.# _____

first paycheck amount

Go to next page to see deposit ticket answers for each job.



Just-4-U



Deposit Ticket Answers for All Jobs

CASH	CURRENCY	.
	COIN	
LIST CHECKS SINGLY		8.82
		.
		.
SUBTOTAL		8.82
LESS CASH RECEIVED		2.00
NET DEPOSIT \$		6.82

Acct.# _____

CEO

CASH	CURRENCY	.
	COIN	
LIST CHECKS SINGLY		8.33
		.
		.
SUBTOTAL		8.33
LESS CASH RECEIVED		2.00
NET DEPOSIT \$		6.33

Acct.# _____

CFO

CASH	CURRENCY	.
	COIN	
LIST CHECKS SINGLY		7.84
		.
		.
SUBTOTAL		7.84
LESS CASH RECEIVED		2.00
NET DEPOSIT \$		5.84

Acct.# _____

**Sales Associate
Designer**

Go to next page.



Just-4-U



Checkbook Register

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				6 82		+ 6 82
								6 82
001		Bank of America	1 50					- 1 50
								5 32

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				6 33		+ 6 33
								6 33
001		Bank of America	1 50					- 1 50
								4 83

NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT/DEBIT (-)	✓	FEE (IF ANY)	DEPOSIT/CREDIT (+)	\$	BALANCE
		deposit				5 84		+ 5 84
								5 84
001		Bank of America	1 50					- 1 50
								4 34

- Is correct **net** deposit entered?
- Is the check to Bank of America entered?
- Are new balances on the gray lines accurate?
- *Go to next page.*



Paycheck

- Have the CEO sign the first set of paychecks printed by the CFO.
- The pay stub should be cut from the paycheck.
- Tell the CEO to pass out the first-payroll checks to the employees.
- BEFORE GOING TO THE BANK, EMPLOYEES SHOULD:
 - **ENDORSE** their paychecks!
 - **TEAR OUT** the deposit ticket and \$1.50 check to Bank of America.
- AT THE BANK, EMPLOYEES WILL:
 - **TAKE** the endorsed paycheck, deposit ticket, and \$1.50 check to the Bank. (It is not necessary to bring the checkbook register and pay stub.)
 - **WAIT** in line for the next available teller.



Employees must endorse their paychecks!

- *Go to next page.*



Just-4-U



8. Explain that all workers should now read their **job descriptions** in their Employee Manuals. Make sure that they understand their jobs before the day begins. This is very important!
9. Have employees begin their tasks according to their job descriptions.
 - The **CEO** will sign paychecks during Business Start-up, help set prices, and prepare and practice the Opening Town Meeting Speech.
 - The **CFO** will print two sets of paychecks. When finished, the CFO can start paying bills using the yellow Accounts Payable checklist for information.
 - The **Sales Associate** will help set prices, arrange the display, and learn how to operate the sales computer.
 - The **Designers** will learn how to produce buttons, door hangers, and mugs. A JA staff member will explain the button maker operation.
10. When supplies come from the **Warehouse**, distribute them as follows.
 - The **envelopes and stamps** go to the **CFO** to mail two payments.
 - The **merchandise** and **work order forms** go to the Sales Associates.
 - The **scissors** go to the Designers.
11. All JUST-4-U employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.)
12. **Please Remember:** You will assist the employees during the day. You ensure that they do their jobs. You do not complete their tasks for them. Continually remind them to refer to their Employee Manuals to complete all work, using words such as “How are you coming on,” “Let’s look at your manual and check how you are doing,” or “Have you finished all these tasks? What’s on the next page?” (Note: If you ask them if they’re finished for the day, many employees will say yes, even though they are not. They may be unaware that there is more because they have quit looking at the manual or haven’t turned the page.)

You will use the next page for information on the first work/break rotation.



Just-4-U



GUIDE TO THE FIRST WORK/BREAK ROTATION

- The **CEO** will handle several business papers and sign checks. The CEO may also help with sales.
- The **CFO** will continue paying bills.
- The **Sales Associates** will take work orders and assist customers with sales.
- The **Designers** will produce custom items based on the work orders they receive from the Sales Associates.



VOLUNTEER GUIDE TO STAFF MEETING

1. This meeting occurs between the two work/break rotations.
2. All business stops. All employees should be in JUST-4-U.
3. Have them sit on the floor.
4. The CEO should distribute the second set of signed, green paychecks to all employees (with the pay stub cut apart).
5. Each employee should:
 - a. **endorse** the paycheck,
 - b. **decide** if s/he wants any cash back,
 - c. **prepare** a second deposit ticket, and
 - d. **enter** the transaction into the checkbook register.
6. Check employee checkbook registers for accuracy for all transactions. Sometimes, employees think that they have more money in the bank than they do because they haven't entered all transactions into the checkbook register.
7. Remind employees that during the second break they:
 - a. have **30 minutes** for the break,
 - b. will **eat lunch** at The Smokehouse Market, where they will use JA BizTown cash to purchase a drink. (You may eat as well.)
 - c. will have their **final opportunity to spend** their money, and
 - d. must **return to work** at the end of the break.

Go to the next page for instructions on things to look for during the second work/break rotation.



Just-4-U



GUIDE TO THE SECOND WORK/BREAK ROTATION

- The **CEO** will continue to sign checks and assist the Sales Associates. The CEO should get customer checks from the Sales Associates and give them to the CFO to enter and deposit.
- The **CFO** must enter incoming checks into the computer and generate deposit tickets. Deposits must be taken to the bank. Up to eight (8) checks can be put on one deposit ticket.
- The **CFO** must prepare a Business Report to read at the Closing Town Meeting. This is done as soon as all deposits have been made. The blue report is located in the CFO employee manual. Instructions are located on the report.
- The **Sales Associates** will continue to assist customers. Sales of custom items should be stopped about 10 minutes prior to the end of the rotation. Sales of other merchandise should be stopped about 5 minutes before the end of the rotation. This means that Just-4-U will be closed.
- The **Sales Associates** and **CEO** should be sure that the CFO keeps receiving customer checks in order to make bank deposits!
- The **Designers** will finish all custom orders at least 5 minutes before the end of the rotation.
- All custom purchases should be delivered to customers.

END OF DAY – CLEAN UP

- Business papers should be placed in the JA BizPrep envelope (especially the printed Accounting Report) for the CEO to return to school.
- Employees should make their workstations look like they did at the beginning of the day.
- The Employee Manuals remain at JA BizTown.
- Thank you once again for your help! We can't do it without you! We will e-mail a survey so you may provide feedback to us about your day.
- Thanks for making this day unforgettable for the kids!



JA BizTown Volunteer Basics

Student Illness: Please contact a JA staff member or a teacher, if a child should become ill. We have first-aid supplies and a private area where an ill child can rest. A JA staff member will work with classroom teachers to determine if parents need to be called. Band-aids may be obtained from a JA staff member.

Medication: Student medications must be administered by classroom teachers. Medicine needing refrigeration will be kept in the refrigerator in the training room, and it must be clearly marked for a specific child.

Dismissal: Students are dismissed immediately following the Closing Town Meeting.

Weather Emergency: In the event of a weather emergency, a JA staff member will provide immediate verbal directions to all students, teachers, and volunteers. If this should occur, please make sure all students are quiet in your business and are listening to evacuation instructions. Students will likely move to another location in the building, and you will need to assist in an organized evacuation.

Restrooms: Restrooms are located inside JA BizTown in the hallway between CW1 and Bank of America. Please remind students that they should use these restrooms and must remain in JA BizTown at all times.

Student Photographs: If students have a symbol on their nametags (e.g. star), this means that those students are not allowed to be photographed or on TV.

Lost and Found: Please see a JA staff member, if a student is missing an item. We have a lost and found area, and a JA staff member will assist you.

Lost Lunch: If a student is missing or has forgotten a lunch, please see a JA staff member, and we will do our best to provide something for the student.