


## Welcome to Your Volunteer Day at JA BizTown in Wells Fargo Advisors!

We appreciate all your assistance today in making this an outstanding learning experience for the students employees in Wells Fargo Advisors. 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

- At Wells Fargo Advisors, customers will bring their Savings Certificates from Bank of America to invest in stock funds. Wells Fargo Advisors employees will complete portfolio statements for customers and deliver them later in the day.
- 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 Wells Fargo Advisors can repay its loan.
  - The financial consultants and the CEO should learn how to sell stocks by practicing with one another during Business Start-up.
- 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.



## 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	.
			.
<b>SUBTOTAL</b>		8 82	
LESS CASH RECEIVED		2 00	
<b>NET DEPOSIT \$</b>		6 82	

Date \_\_\_\_\_ 20\_\_\_\_  
Deposits may not be available for immediate withdrawal.

signature  
Signature required for cash received.

Acct.# \_\_\_\_\_

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



## Deposit Ticket Answers for All Jobs

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

Acct.# \_\_\_\_\_

**CEO**

CASH	CURRENCY		.
	COIN		
LIST CHECKS SINGLY			<b>8 33</b>
			.
			.
<b>SUBTOTAL</b>			<b>8 33</b>
LESS CASH RECEIVED			<b>2 00</b>
<b>NET DEPOSIT \$</b>			<b>6 33</b>

Acct.# \_\_\_\_\_

**CFO**

CASH	CURRENCY		.
	COIN		
LIST CHECKS SINGLY			<b>7 84</b>
			.
			.
<b>SUBTOTAL</b>			<b>7 84</b>
LESS CASH RECEIVED			<b>2 00</b>
<b>NET DEPOSIT \$</b>			<b>5 84</b>

Acct.# \_\_\_\_\_


**Financial Consultant**

**Go to next page.**



## Check to Bank of America

- Each worker should have a \$1.50 check written to Bank of America to open a savings account.

Name	student name	date	20
PAY TO THE ORDER OF	Bank of America	\$	1.50
	One and 50/100		Dollars
			
Memo	open savings account	signature	
		number	
		Acct.#	

- You may need to explain that they do NOT endorse this check.
- Make sure that students enter and subtract \$1.50 to Bank of America for saving in their checkbook registers.
- Remind them to go to the bank savings officer, after making their first deposit, to present the check and pick up a savings certificate.
- There is only one saving transaction, and it occurs during the first break.
- *Go to next page.*



## Checkbook Register

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

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

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

- 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.*



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. Explain that a JA staff member will arrive to conduct training. **(Please listen to the presentation, so you may help employees during the day.)**
10. Have employees begin their tasks according to their job descriptions.
  - The **CEO** will prepare and practice a speech for the Opening Town Meeting.
  - The **CFO** will print two sets of paychecks.
  - The **Financial Consultants** and the **CEO** will learn how to sell stock and practice selling stock with one another.
11. When supplies come from the **Warehouse**, distribute them as follows.
  - The **envelopes and stamps** go to the **CFO** to mail two payments.
  - The **Portfolio Statements** go to the **Financial Consultants** to place in the black “inboxes” on their desks.
  - If you need more supplies during the day, an employee should get a note from a JA staff member before going to the Warehouse.
14. All Wells Fargo Advisors employees remain in the business until it is time for the **Opening Town Meeting**. (They may go to the restroom.)
15. **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.**

**GUIDE TO THE FIRST WORK/BREAK ROTATION**

- The CEO will greet business visitors and help the Financial Consultants sell stocks when there is a line of customers waiting.
- The CFO will continue paying bills.
- The Financial Consultants will help customers purchase stocks with the Savings Certificates from Bank of America. When customers are finished, they are given the Wells Fargo Advisors egg.
- Wells Fargo Advisors can be a very busy place during the first part of the day as customers arrive directly from the bank. The CEO should sell stocks if there is a line. There will be plenty of time to complete the other CEO tasks during the day. 
- If the break ends and customers are still waiting in line, ask them to return on their next break.
- When things are quiet, the Financial Consultants should complete the first part of the Portfolio Statement, showing the opening portfolio value (which must be \$1.50).

## **VOLUNTEER GUIDE TO STAFF MEETING**

1. This meeting occurs between the two work/break rotations.
2. All business stops. All employees should be in Wells Fargo Advisors.
3. Have them sit on the floor.
4. The CEO should distribute 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.**

## **GUIDE TO THE SECOND WORK/BREAK ROTATION**

- Show the Financial Consultants the closing prices for stocks (list included in CEO manual).
- The Financial Consultants will then complete the portfolio statements.
- Have the Financial Consultants sort the completed portfolio statements by business name (e.g. St. Louis Sports Shop).
- Later, the Financial Consultants will deliver the statements to each business for employees who invested with Wells Fargo Advisors.
- The CFO must enter the total amount of the Savings Certificates (\$1.50 each) into the computer and generate a deposit ticket. The deposits must be taken to the bank.
- The CFO must prepare a Business Report, after depositing the Savings Certificates, to read at the Closing Town Meeting. First, the CFO must print and Accounting Report and then prepare the Business Report (found in the front pocket of the employee manual).

## **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 CW11 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.