



Helpful Hints

Thank you for volunteering to assist the students at *JA BizTown*. The job you have today is very important. Please read and use the helpful hints listed below as you work with this business. If you have any questions or concerns, please ask a *JA BizTown* staff member.

1. After entering the Loan Amount from the **Business Costs Sheet**, the Town Treasurer should print a \$5.00 check to the Distribution & Delivery Center for supplies, then enter the employee information and print payroll checks for both Pay period 1 and Pay Period 2 and place them in the Black Payroll Folder.
2. Before the Pledge of Allegiance, the Deputy Mayor will go to the Distribution & Delivery Center with the \$5.00 check to purchase the business supplies.
3. Checks to pay bills should be printed only after the Town Treasurer receives an invoice, and the payment should be checked off the **Accounts Payable Checklist**. (Purple sheet) He/She will use the self addresses envelope provided with the invoice to mail all payments back to the business by placing them in the brown UPS box in town square. **All bills are hand delivered and then returned by mail.**
4. City Hall will borrow money from the Bank. The Mayor will take the **Loan Application** and **Promissory Note** to the Bank immediately after the Pledge of Allegiance.
5. Become familiar with Deputy Mayor's tax collection process, as he/she may need your assistance today.
6. When the Town Treasurer takes a business deposit to the Bank, the deposit will consist of a business deposit ticket and the multiple checks making up (and stapled to) the deposit ticket.
7. Be certain that the Mayor takes the population count as soon as possible after the Pledge. The Mayor should write the population count on the white board in City Hall.
8. Using the Census Count Form the Deputy Mayor will complete the "**Appreciation Certificates**" and deliver them to the volunteer in each business. This should be completed before the Yellow Shopping Break.
9. At the end of the day, a JA BizTown staff member will print a voting report and provide the results to the Mayor for the Mayor's Closing Town Meeting speech.
10. The Mayor will be gathering nominations for the "Citizen of the Day". At the Closing Town Meeting, an award will be presented to one boy and one girl. Assist the Mayor in reading the directions for getting nominations and selecting the citizens for this award.



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11. The Mayor will be doing a quality business survey today. At the Closing Town Meeting, an award will be presented to the employees of the “Quality Business of the Day”. Assist the Mayor to read the survey directions carefully.
12. The Attorney will be solving two legal cases and will be required to collect clues from various businesses. Assist him/her, if necessary, with understanding these clues and solving the cases. (Check with a JA BizTown staff member if you are unsure of the outcomes.)
13. At the end of the day, a JA Staff person will provide the Non-Profit Director with the voting results for their speech that will be given at the Closing Town Meeting regarding the Non-Profit organization that won the most votes during the voting process throughout the day.
14. Assist any City Hall employees to practice their speeches before the Town Meetings.
15. At the end of the day, be certain that all student Simulation Folders and Volunteer Manuals remain in the business.



Facilitator Directions

START-UP TIME

(45 minutes)

Start-Up Time lasts a total of 45 minutes. This Start-Up time involves:

- **First 10-15 minutes is uninterrupted time for Staff Meeting #1.** This meeting allows time for the discussion listed below and time for students to read their own Job Simulation Folders.
- At the conclusion of this uninterrupted time, the Pledge of Allegiance signals that those students whose jobs take them out into *JA BizTown* may begin to perform their tasks. (Note: the only student who will be allowed to leave the business before the Pledge of Allegiance is the Deputy Mayor. This person will go to the Distribution & Delivery Center with a \$5.00 check from the Treasurer to purchase supplies.)
- All employees remain in their business to continue with Start-Up tasks unless their job requires them to leave.
- At the conclusion of the 45 minutes, a *JA BizTown* staff member will request all employees to sit in front of their business for the Opening Town Meeting.

Staff Meeting #1

Gather your employees around you. Spend about 10 minutes to complete the following:

Introduce yourself and meet the business employees.

Ask the Mayor to hand out each employee's name tag and personal checkbook, which are located in the white BizPrep Envelope they brought from school.

Ask students to introduce themselves and state their job title. Using the **Break Schedule Chart** on the shop bulletin board, give each employee the correct colored dot (red, yellow or green) to place on their name tag.

Students checkbooks should be prepared for the first trip to the Bank: (Double check to make sure that this was done at school)

Ask students to open their checkbooks. Review their deposit ticket, \$1.50 check payable to the Bank for their savings account, and the entries written in the check register. There is no money in their account until they actually deposit the check.

The first deposit ticket should show their net pay (see chart below) and \$2.00 cash back. The amount of the net deposit (net pay minus \$2.00 cash back) should be written on the first line of their check register.



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Use this chart to confirm each employee's net pay.

Job Title	Gross Pay	Net Pay
Mayor	\$9.00	\$8.82
Town Treasurer, District Attorney,	\$8.50	\$8.33
Deputy Mayor	\$8.25	\$8.09
Non-Profit Director	\$8.00	\$7.84

If these steps have not been completed at school, help the student complete these tasks now. (Refer to the "Check It Out" Poster on the bulletin board.)

Advise employees that they will receive a Debit Card from the Bank this morning. When it is time for their break, they will need to deposit their paycheck and receive their cash back before going to lunch.

Ask the employees to get their yellow **Job Simulation Folder** and any other materials they may have in their designated job title wall pocket and begin reading the information to become familiar with their job responsibilities.

Have the Town Treasurer begin working as soon as possible. Check to be sure he/she has printed a \$5.00 check for business supplies and has begun entering the employee names and payroll information into the computer. Payroll checks for Pay Period #1 and Pay Period #2 should be printed, signed and placed in the Black Payroll Folder before the Opening Town Meeting. (If the CEO is not available the CFO does have authority to sign all checks)

All employees should begin working, but remind them that they may not leave the business until after the Pledge of Allegiance.

Opening Town Meeting

JA BizTown staff will instruct students to sit in front of their business for this meeting. Please remind students to be seated quickly and quietly.

Break Rotation #1

Students are divided into three groups and will rotate to take breaks. While one group is at break, the other two groups are to continue working. Remind students to check in with their boss (the Mayor) before leaving for break or work-related duties. Also, remind students going to break that they must go to the Bank to deposit their paychecks, open their savings accounts and eat lunch, before doing other activities.



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Staff Meeting # 2

(10 minutes at the conclusion of Break Rotation #1)

Have the students meet with you in a group and **bring their checkbooks and pencils**. Please use the entire 10 minutes and these pointers to assure that you complete all necessary tasks.

Prepare for the second and final break:

After the CEO has handled out Pay Period #2 payroll checks, ask students to open their checkbooks and complete a new deposit ticket. (Be sure each student has not asked for more than \$2.00 in cash. Be sure students enter the net deposit, which is the bottom number on the deposit ticket, in their checkbook register. Have them add to get a new balance. Refer to the "Check It Out" Poster on the bulletin board.)

Check each employee's check register to make sure he/she has opened their savings account. Any checks he/she wrote while on break should also be entered and subtracted from their balance.

Remind employees that this is their last chance to go shopping. Remind them to spend their money wisely...but to be sure to spend it, since they can't take it with them. Be sure each employee knows how much money they have available.

If time allows, discuss the day so far by asking the following questions:

ASK: *Are we courteous to all of our customers?*

ASK: *Are we remembering to encourage JA BizTown citizens to vote?*

ASK: *Have invoices for taxes been printed and delivered and are payments being collected?*

ASK: *Is the Non-Profit Director telling citizens about the charities and encouraging them to make personal donations (philanthropy)?*

ASK: *Is the attorney signing legal documents and collecting evidence for the cases?*

Break Rotation #2

Students are divided into three groups and will rotate to take breaks. While one group is at break, the other two groups are to continue working. Remind students to check in with their boss (the CEO) before leaving for break or work-related duties. Also remind students going to break that they must go to the Bank to deposit their paychecks before going shopping.

Businesses are officially closed when Green Shopping Break is over.



Closing Staff Meeting and Clean-Up
(20 minutes)

Have the students bring their checkbooks and pencils to again meet with you in a group. Remember, this is the final business staff meeting of the day. The time allotted for this Closing Staff Meeting and Clean-Up period is 20 minutes. All business activity is over, and it is time to reflect on the day.

Reflection

- Review with the students what they felt went well and what they believe they could have done better as a business team.
- Ask the students to share some of the things that they learned today, both as part of the business team and individually.
- Ask students to name some of the challenges they had today and what solutions they found successful.

Clean-Up – Have all employees do the following:

- Put all materials and supplies back in the original location.
- Check to make sure **all** student job folders and Volunteer Manuals are returned.
- **Do not** turn off the computers.
- Teachers may be interested in taking completed business paperwork back to school for follow-up, especially student checkbooks. Collect these items and place them in the Biz Prep Envelope. Give this envelope to a teacher or JA Staff person.

Money Collection

- Collect **all** *JA BizTown* coins, dollar bills, and any other *JA BizTown* re-usable student materials from students and adults. Give them to a *JA BizTown* staff member or to a Bank employee when he/she come to collect them.

Closing Town Meeting

Have students wait in their business until the announcement for the Closing Town Meeting. *JA BizTown* staff will instruct students to sit in front of their shop for this meeting. Please remind students to be seated quickly and quietly.

Dismissal

As you leave, please return the Facilitator Comment Form to the *JA BizTown* staff or leave it on the counter in your business.

Thank you for your assistance today. We couldn't have managed without you!!!



On-Task Checklist for Volunteers

*This check list is to help guide you throughout the day. A more detailed description of each item will be in the Citizen's **Detailed Job Instructions** (found in the back of this Volunteer Manual and in the employees yellow job folders in your business). Please refer to those instructions to help guide the citizens further.

During Business Set-up:

All Employees

- Reading the information in their yellow Job Simulation Folder

Mayor

- Taking out **Business Costs Sheet** and giving to the Town Treasurer (CFO)
- After Pledge of Allegiance, taking Loan Application and Promissory Note to Bank CEO
- Filling out **Opening Town Meeting Speech** and practicing with adult volunteer
- Preparing Voting booth
- After Pledge of Allegiance, begin taking population count using **Census Count Sheet**
- Signing Payroll checks when Town Treasurer is done printing them
- Distributing Debit Cards to each employee after the Bank Tellers deliver them

Deputy Mayor

- Taking the \$5 check to the Distribution & Delivery Center for supplies.
- Give Non-Profit Director the **Application for 501 (c) 3 form** and help them fill it out
- After CFOs in other businesses have entered their payroll information (usually just before or just after the Opening Town Meeting), printing **Payroll Tax Report**
- Using the Tax Report information, Printing **Tax Invoices** for each business on the computer
- Stamp the 13 envelopes provided with the City Hall address stamp.
- After the Pledge of Allegiance, starting to visit each business to deliver property and payroll tax payment (bring invoice & envelope).
- All payments are hand delivered to the CFO, but returned by mail using the self addressed envelope. Postage is already on the envelopes.

Town Treasurer (CFO)

- Entering Loan Amount first in computer
- Printing \$5 Distribution & Delivery Center check for business supplies
- Entering Payroll information
- Printing Payroll checks for Pay Period #1 and Pay Period #2, place in the Black Payroll Folder
- Do not print any payments for any bills until an invoice is received.



Attorney

- Signing **Non-Profit Charter** brought by Non-Profit Director
- Preparing invoices and envelopes for each business for Attorney Fees.
- Reading information about the legal cases to be investigated (in the Attorney's Notebook)
- After the Pledge of Allegiance, using the **Attorney's Fees Checklist**, starting to visit each business CFO to deliver an invoice and envelope for the payment for the attorney fees.

Non-Profit Director

- Reading about the 3 charitable organizations described in the folder
- Meeting with the Deputy Mayor to get an **Application for 501 (c) 3 status**
- After Pledge of Allegiance, using the **Philanthropy Checklist** to take donation container to CEOs of each business
- Giving the CFO the \$3.00 donation invoice and envelope.
- Helping teach citizens about the three Philanthropies so they can vote on their favorite

At some point in the day:

Mayor

- Signing the **Rental Agreement** when Leasing Agent brings it
- Having the Newspaper Ad, Radio Ad, and TV Ad ready when someone from that business comes to collect them

Attorney

- Leasing Agent from the Realty Office will bring the **Rental Agreements** for the Attorney to review and sign.
- Completing the **Rental Agreement checklist** in their folder

During First Break Rotation: (Lunch Breaks)

Mayor

- Completing the population count using **Census Count Sheet**, record results on the white board
- Give the Census count form to the Deputy Mayor when finished
- Reminding citizens to vote
- Giving "I Voted" stickers out after a citizen votes
- Starting to take votes for the **Quality Business Award** and **Citizen of the Day Awards** (*one girl and one boy*)

Town Treasurer (CFO)

- Printing checks to pay bills only as bills come due. (*Bills are due when the Treasurer receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** (purple) to keep track of which bills have been paid



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- Entering Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time. Do not just enter one check for a Business Deposit*)
- Using the **Payments Received Checklist** (Blue) to keep track of which businesses have paid invoices

Attorney

- Going to Bank and to see if he/she is able to pick up two Promissory Notes yet (*if none are ready wait about 5 minutes and check with the Bank again*)
- Using the **Promissory Notes Checklist** to review all **Promissory Notes**
- Following the directions in the Attorney's Notebook begin solving Case #1
- Assisting the Mayor as citizens visit City Hall to vote.

Deputy Mayor

- Once the Census Count is completed, completing **Certificates of Appreciation** for the Volunteer Facilitators
- Assist citizens with the voting machine, if needed.

Non-Profit Director

- Collecting **Philanthropy Pledge Sheets** from each CEO
- Ask the Mayor for the Population Count to determine donation goal and post on the **Philanthropy Pledge Sheet** on City Hall's white board

Adult Volunteer Facilitator(s)

- Make sure Deputy Mayor is starting to fill out **Certificates of Appreciation**
- Make sure Attorney is filling out **Promissory Notes** checklist

During Second Break Rotation: (Shopping Breaks)

Mayor

- Continuing to take votes for the **Quality Business Award** and **Citizen of the Day Awards** (*one girl and one boy*)

Town Treasurer (CFO)

- Making Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time. Do not just enter one check for a Business Deposit*)
- Using the **Payments Received Checklist** to keep track of which businesses have paid invoices
- Checking Bank Loan on the computer to see how much of the loan has been paid off
- Printing checks to pay bills only as bills come due. (*Bills are due when the Treasurer receives an invoice.*)
- Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid



Attorney

- Visiting Bank CEO to sign **Bank Charter**
- Completing the reports on the legal cases being investigated

Deputy Mayor

- Handing out **Certificates of Appreciation** for Volunteer Facilitators and Teachers.

Non-Profit Director

- Continue educating people about the three different Philanthropies they will be voting on and encourage people to vote on their personal break time
- Handing out the Philanthropy Pledge Sheets to each business CEO and thanking them for their pledge.
- At the beginning of GREEN shopping break, collecting donation containers from each business using the Philanthropy Checklist, and counting the money collected

End of Day (Business Clean Up):

All Employees

- Helping with clean-up as needed

Mayor

- Completing **Closing Town Meeting Speech** and practicing with the adult volunteer

Attorney

- Completing **Closing Town Meeting Speech** and practicing with the adult volunteer

Town Treasurer (CFO)

- Making final business deposit and taking it to the Bank CEO
- Printing **Business Accounting Report** and placing it in the BizPrep Envelope.

Non-Profit Director

- Completing **Closing Town Meeting Speech** and practicing with the adult volunteer

Adult Volunteer Facilitator(s)

- Gathering all of the paperwork and checkbooks for the day and placing them in the BizPrep Envelope to be returned to school.
- Checking to make sure students are **NOT** taking home any JA BizTown money or coins. Assuring that citizens take home the products they bought while on their breaks.
- Filling out Volunteer evaluation when a JA BizTown Staff Member brings one by. Return it to a Staff Member or leave it on a counter in your business



Job Descriptions

<p style="text-align: center;">MAYOR</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs Rental Agreement for business space. 3. Supervises employees and oversees business operations. 4. Signs all business payroll and expense checks. 5. Prepares and gives speeches at Town Meetings. 6. Takes census count of <i>JA BizTown</i>. 7. Supervises <i>JA BizTown</i> voting. 8. Talks with various citizens to determine who should receive award certificates. 9. Prepares Citizen of the Day and Quality Business Award Certificates. 	<p style="text-align: center;">TOWN TREASURER</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Signs all business payroll and expense checks if the Mayor is not available. 5. Keeps all records of business expenses and payments. 6. Makes business deposits at Bank.
<p style="text-align: center;">DISTRICT ATTORNEY</p> <ol style="list-style-type: none"> 1. Prepares and delivers invoices to the businesses for Attorney Fees. 2. Reviews legal documents (Loan Agreements, Rental Agreements, Bank Charter, Non-profit Charter) 3. Investigates criminal case(s) and prepares case results and recommendations. 4. Prepares and gives speech at the Closing Town Meeting. 	<p style="text-align: center;">DEPUTY MAYOR</p> <ol style="list-style-type: none"> 1. Purchases supplies from the Distribution & Delivery Center. 2. Completes all <i>JA BizTown</i> tax forms. 3. Issues tax ID numbers and verifies 501(c) 3 status of <i>JA BizTown</i> "not for profit." 4. Completes and distributes the Certificate of Appreciation forms. 5. Supervises the <i>JA BizTown</i> voting. 6. Fills in for the Town Treasurer when he/she is on break. 7. Assist the Mayor as needed.
<p style="text-align: center;">NON-PROFIT DIRECTOR</p> <ol style="list-style-type: none"> 1. Learns about worthwhile community organizations needing support. 2. Sets the fundraising goal after Mayor determines the population count. 3. Delivers a non-profit individual donation container to each business and recollects at end of day. 4. Prepares and delivers invoices to the businesses for the Non-Profit Donation. 5. Writes a Grant Application to a local foundation. 6. Reports name of the community organization selected by citizens to receive funding support and the total citizen philanthropy at the Closing Town Meeting. 	

JA BizTown™

City Hall Mayor

You are an important official who must set an example for all citizens of *JA BizTown*. Be friendly and concerned about all businesses. Your responsibilities today include presiding over the town meetings, encouraging people to vote, recording the census, interviewing, selecting and presenting Business and Citizen of the day awards, and preparing speeches for the Town Meetings.

1. You should have brought your completed BizPrep Booklet from school. Give the **Business Costs Sheet** to the CFO. Keep the other pages until someone from the other businesses comes to collect them.
2. Remain in your business until after the Pledge of Allegiance. Your business needs everyone's help before it opens.
3. During business start-up time, study the directions below for taking the population count (census). Prepare for your Opening Town Meeting Speech by completing the **Opening Town Meeting Speech Guide** and practicing with your volunteer facilitator.
4. Read and study the folder entitled "**Citizen & Business Of the Day Guidelines**":
 - a. Study and become familiar with the **Quality Business Survey** instructions.
 - b. Study and become familiar with the **Citizen of the Day** Criteria Guideline.
5. After the Pledge of Allegiance, take the **Loan Application** and the **Promissory Note** to the Bank CEO to apply for your business loan.
6. The Bank Tellers will bring **Bank Debit Cards** for each of the employees in your business. Accept these **Debit Cards**, distribute one to each employee and tell them to complete the back of the debit card before going to the Bank for the first paycheck deposit. Remind them that the Debit Cards can only be used at the Sports Shop and Planet Earth.
7. Begin to take a population count (census) of *JA BizTown* by doing the following:
 - a. Take your **Census Count Sheet** as you visit each business.
 - b. Ask the CFO for the total number of employees in the business and record this number on your **Census Count Sheet**.
 - c. On the **Census Count Sheet**, write down the name(s) of the volunteer facilitator(s) in each business.
 - d. When you finish and return to City Hall, total the *JA BizTown* population count and put this total on the bottom of the **Census Count Sheet**.
 - e. Record the total number of JA BizTown citizens on the white board under "Total Population".

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(City Hall Mayor continued)

8. Sign the **Rental Agreement** when the Leasing Agent brings it to your business.
9. The Project Engineer from the Construction Company will come to meet with you regarding plans for the Park Bench Construction Project. Review and discuss the plans. Both you and the District Attorney will need to sign the Construction Permit.
10. Allow the Non-Profit Director to place a container for individual contributions in your business. Encourage your employees to contribute. The Non-Profit Director will collect the container later in the day. Remember, this container is for **your** employees to make a contribution if they wish to do so.
11. Use your **Quality Business Survey** and **Citizen of the Day Criteria Guideline** as you go out into *JA BizTown* and begin to survey the citizens, teachers and volunteer facilitators.
 - a. Read the instructions for each before you begin to ask citizens and adults for nominations.
 - b. You may ask for nominations for both awards at the time same, or you may go into *JA BizTown* and survey for the Quality Business at a different time than for Citizen of the Day.
12. After determining the winners, neatly write the name of the winning business on one of the **“Quality Business Awards.”** Neatly write the name of the two **“Citizens of the Day”** on the good citizen certificates. Keep the certificates with you to be presented at the Closing Town Meeting.
13. Meet with the Energy Scientist when he/she comes to talk with you about ways your business can conserve energy/water.
14. Throughout the day, encourage citizens to vote. It is their right and responsibility as good citizens.
15. Prepare your speech for the Closing Town Meeting. Use the **Mayor Closing Town Meeting Speech Guideline** and practice your speech by rehearsing with the volunteer facilitator.
 - a. Ask a *JA BizTown* staff member for the number of citizens who voted today. Include this number in your **Closing Town Meeting Speech Guideline**.
16. Assist with business clean up at the end of the day.

JA BizTown™

City Hall Quality Business Survey

As Mayor of *JA BizTown*, you must select one *JA BizTown* business as “Quality Business of the Day.” The following are the criteria for receiving the Quality Business award:

The Quality Business of the Day must:

- not be an employee of the business he/she nominates.
- offer high quality customer service by being helpful and courteous.
- have employees who have worked hard throughout the day and returned from breaks on time.
- displayed teamwork in their jobs.

Visit with as many citizens, teachers and volunteer facilitators as possible during the second set of breaks to identify candidates for the Quality Business Award. Share the criteria above and ask for a nomination. Write the names you receive below. Put a “tally mark” beside the business’ name each time you receive another nomination for that business.

Nominations for Quality Business of the Day

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

When you have interviewed at least 25-30 citizens and adults, return to City Hall and total your tally marks to find the chosen winner. Do not tell anyone who the winning business is.

Complete the Quality Business certificate prior to the Closing Town Meeting.

JA BizTown™

City Hall Citizen of the Day Criteria Guideline

As Mayor of *JA BizTown*, you must select one boy and one girl as “Citizens of the Day.” The following are the criteria for being Citizen of the Day:

The Citizen of the Day must:

- be nominated by a volunteer facilitator, a teacher, or a CEO in *JA BizTown*.
- have returned from breaks on time and worked hard throughout the day.
- not be an employee of City Hall.
- be courteous, friendly, and respectful of others.

1. Visit each business during the second set of breaks to identify candidates for Citizen of the Day. Ask business CEO’s, volunteer facilitators, and teachers to nominate a Citizen of the Day based upon the criteria listed above. Write the names you receive below.

Nominations for Citizens of the Day

BOYS

GIRLS

Next, narrow down your nomination list to 3 boys and 3 girls. Use your judgment and observations to accomplish this. This is not a popularity contest. Citizens should meet all criteria in order to remain on the list.

BOYS

GIRLS

Now, meet with City Hall staff and at least one classroom teacher. As a group, discuss and vote on the nominees to decide who will receive the awards. As Mayor, you should wait until the Closing Town Meeting to reveal the winners. Complete the Citizen of the Day certificates prior to the meeting.

JA BizTown™

City Hall District Attorney

You will investigate two criminal cases and make recommendations, based upon your conclusions, of whether or not to prosecute. You are also responsible for reviewing and signing a variety of legal documents used in various businesses in *JA BizTown*.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone's help before it opens.
2. Using the **Attorney Fees Payment Checklist**, complete an **invoice for Attorney Fees** for each *JA BizTown* business (except City Hall). A sample is in the back of your yellow folder.
3. Using the City Hall address stamp and ink pad, stamp the center of each of the (13) envelopes provided. Postage is already on the envelope. A sample is in the back of your yellow folder.
4. The Non-Profit Director will come to you and request your signature on the **Non-Profit Charter**. Review the document to see that all the information has been completed. If the document is complete, sign on the line labeled "Attorney's Signature."
5. With your volunteer facilitator's assistance, practice approaching business CFO's to give them the invoice and an envelope for the payment for their Attorney Fees. Practice speaking to them politely and be sure to tell them exactly why you are visiting and how they should return the payment. Thank them for their assistance.
6. After the Pledge of Allegiance, visit each business and give the CFO the invoice with an envelope for that business. As you deliver each payment, remember to put an "X" in each column (**Invoice Delivered**) for the business on the **Attorney Fees Payment Checklist**. Remind CFO's they should use the envelope provided to put the check for \$3.00 as well as the bottom portion of the invoice in the envelope and place it in the brown box in the town square.
7. Read the statement, concerning the *Case of the Missing Teddy Bear*, found in the **District Attorney's Notebook**. Follow the directions given in the notebook as you work to solve this case. You should complete the **Judgment Statement for the Case of the Missing Teddy Bear**.
8. After the Opening Town Meeting, go to the Bank and pick up the folder with the **Promissory Notes** from the Bank CEO. Tell the CEO that you will return the folder with the Notes after you have reviewed and signed them.
9. Return to your office. Use the **Promissory Notes Checklist** to review forms from the following businesses: Sports Shop, Newspaper, Delivery Center and Realty Office.
10. If all Promissory Notes have been completed correctly, sign on the line provided for the Attorney signature.

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(District Attorney continued)

11. Return all **Promissory Notes** to the Bank CEO when all have been signed
12. The Realty Office Leasing Agent will bring you the **Completed Rental Agreements** folder for you for your review and sign. Do the following when you receive the **Rental Agreements**:
 - a. Use the **Rental Agreements Checklist** to review the agreements from the four businesses on the checklist.
 - b. Sign your name on the line marked “Attorney Signature.”
 - c. Sign the remaining Rental Agreements
 - d. Return the **Rental Agreements** to the Realty Leasing Agent.
13. Visit the Bank CEO again. Tell him or her that you are there to sign the **Bank Charter**. Sign on the line marked “Attorney Signature.”
14. Work on Attorney Case #2, *The Case of the Slippery Tomato*. Follow the directions found in the **District Attorney’s Notebook** for this case. After solving this second case, you should complete the **Investigative Results** for the **Case of the Slippery Tomato**.
15. Assist in business clean-up at the end of the day.

JA BizTown™

City Hall Deputy Mayor

You are responsible for the collection of all taxes in *JA BizTown*, including personal income and business property taxes. You will encourage citizens to vote and help with the voting process. Your attention to detail and organizational skills will be important to your success today.

1. Get the check for the Distribution & Delivery Center from the CFO. Take it to the Distribution & Delivery Center and purchase supplies for City Hall.
2. Return to City Hall and distribute the supplies as follows:
 - a. Give the **Citizen Award Certificates, and Business Award Certificate**, to the Mayor.
 - b. Give the **Philanthropy Certificates** to the Non-Profit Director.
 - b. You keep the **Certificates of Appreciation, and I Voted Stickers**.
3. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone's help before it opens.
4. When the Non-Profit Director asks for an **Application for 501(c)3 Non-Profit Status**, locate the application in your yellow folder.
 - a. Have the Non-Profit representative complete the information at the top of the form, in Section I.
 - b. Have the non-profit representative sign on the line labeled "Non-Profit Representative" in Section III.
 - c. Write (in the box) the following code on line provided: **678JA23541**.
 - d. Sign the application on the line labeled "Deputy Mayor Signature."
 - e. Give the completed form to the Non-Profit representative and tell him/her to post the approved application on the bulletin board in City Hall.
5. Following the Opening Town Meeting, use the computer at your workstation to print the **Payroll Tax Report**. Using the information on this report, and the on-screen instructions, prepare a tax invoice for each *JA BizTown* business.
 - a. Property tax charges are \$5.00 for each business.
 - b. Payroll tax charges vary by business. Find the amount of payroll tax for each business by referring to the **Payroll Tax Report**. Input this amount on the invoice.
 - c. Use the **Tax Payments Checklist** to keep track of the prepared invoices.
6. As you complete the Tax Invoices, use the City Hall address stamp and ink pad and stamp (in the center) the 13 envelopes provided with the City Hall address. Take the invoice and an envelope to the correct business and give them to the CFO in that business. Remember to mark an "X" in the column "Invoice Printed" and "Invoice Delivered" as you complete each task.

(City Hall Deputy Mayor continued)

7. Continue printing invoices and delivering them until all tax invoices are delivered.
8. Ask the Mayor for the Census count form that he/she completed. Using the information on the Census neatly write the name of each volunteer facilitator at *JA BizTown* today on a **Certificate of Appreciation**. Then deliver the certificates to the facilitators. Shake each person's hand and say "Thank you for your support from all the student citizens of *JA BizTown!*"
9. Instruct each City Hall employee on voting procedures. Assist those citizens who come in to vote. Make sure they receive an "I Voted" sticker when they leave.
10. During any down time assist the Town Treasurer, if needed, and encourage citizens to vote.
10. Manage City Hall when the Mayor is not there.
11. Assist with business clean-up at the end of the day.

JA BizTown™

City Hall Non-Profit Director

As the Non-Profit Director, you will share office space in City Hall. This sharing of space saves all of you money on business operating expenses. The money you need for operation comes from the donation of a local foundation. The money you are able to raise from the philanthropic gifts of *JA BizTown* citizens and businesses will help support a worthwhile charitable project in the community. The City Hall CFO (Town Treasurer) will handle the accounting for the Non-Profit.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone's help before it opens.
2. Before the Pledge of Allegiance, read about the various charitable projects in *JA BizTown* that your non-profit agency can support. You will find this information in the "**Non-Profit Notebook**."
3. Complete the Non-Profit invoices (in folder). Using the City Hall address stamp and the black ink pad, stamp the center of each of the (13) envelopes provided. Postage is already on the envelope. (Samples of a completed invoice and envelope are in the back of the yellow folder).
4. Meet with the Deputy Mayor. Request an **Application for 501(c) 3 Status**. Complete the application and hang the approved application on the City Hall bulletin board in the space provided. (Be sure to have the Attorney sign the form before posting it.)
5. After the Pledge of Allegiance, using the **Philanthropy Checklist**, take a donation container to each business. Leave the container for personal donations with the business CEO. Ask him/her to encourage the employees within that business to make contributions.
6. After you have delivered a donation container to each business, visit each business and give the CFO the invoice with an envelope for that business. As you deliver each payment, remember to put an "X" in each column (**Invoice Delivered**) for that business on the **Non-Profit Philanthropy Checklist**. Remind CFO's they should use the envelope provided to put the check for \$2.00 and the bottom portion of the invoice and place it in the brown UPS box in the town square. (Next to the Distribution & Delivery Center)
7. Ask the Mayor for today's population count. (After the Mayor has completed the Census.) Determine your donation goal for the day by multiplying today's *JA BizTown* population by \$.25. Write this amount on the **Signboard**.
8. Using the **Non-Profit Director Philanthropy checklist**, visit each business and ask the CEO for their business **Philanthropy Pledge sheet** from their BizPrep packet. As you collect each pledge sheet, remember to put an "X" in each column (**collected pledge sheet**) for that business on the **Non-Profit Philanthropy Checklist**.

(Non-Profit Director continued)

(Non-Profit Director continued)

9. After you have collected all the pledge sheets, prepare a **Philanthropy Certificate** for each business that gave you a **Philanthropy Pledge Sheet**. Deliver the certificates to the business CEOs. Encourage them to hang it on their bulletin board.
10. **At the end of the day**, during the **GREEN afternoon shopping break**, collect the donation containers from each business. Mark an “X” in the column labeled “Collected Container” on the **Philanthropy Checklist**.
11. Return to your office with the donation containers.
12. Empty the money from the containers, count all the donations, and give the money to the CFO for deposit
13. Complete the Philanthropy Report on the **Closing Town Meeting Speech** (Green paper in your folder) by recording the total fundraising goal and the total amount of donations received from the businesses.
14. You will read the **Philanthropy Report** at the Closing Town Meeting. Practice reading the report out loud with the volunteer facilitator working in your business.
15. Assist with business clean-up at the end of the day.