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 CFO 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.

2. Before the Pledge of Allegiance, the Designer will go to the Distribution & Delivery Center with the $5.00 check to purchase business "scarce" supplies.

3. Other checks to pay bills should be printed only after the CFO receives an invoice, and the payment should be checked off the **Accounts Payable Checklist**. All payments will be mailed using the self addressed envelope which will be provided with the invoice. The envelopes will then be placed in the Brown box in town square.

4. During the Business Start Up time the CEO and Sales Manager should review the **Merchandise Catalogue** and decide on the additional supplies that they would like to order from the Distribution Center. Refer to the directions in the front of the catalogue to assist the students.

5. The Graphics Shop will borrow money from the Bank. The CEO will take the **Loan Application** and **Promissory Note** to the Bank after the Pledge of Allegiance.

6. The Designers' most important responsibility is to produce attractive signs for their business customers. Help them stay on task so that the signs are completed by the end of the second lunch break if possible.

7. Instruct employees to follow all equipment directions carefully and ask for assistance from the JA BizTown staff, if anything is unclear or not working. DO NOT TRY TO FIX IT YOURSELF!

8. Only trained employees should use the sales computer.

9. When the CFO takes a business deposit to the Bank, the deposit will consist of a business deposit ticket stapled to the multiple checks making up the total deposit.

10. As students begin to **price products**, give guidance and reminders through the following pricing techniques using the laminated **Setting Prices Worksheet**:
    a. Know the amount of money needed, with interest, to pay off the bank loan.
    b. Divide the loan amount by the total number of products to get an average price.
    c. Set prices. Nothing should be priced under $2.00.
    d. The total of all item prices must be enough to pay off the loan.
    e. Do not open for business until pricing is completed.
    f. Do not allow students to lower prices at anytime, without your approval. Check with a *JA BizTown* staff member first.

11. As the students price products, be sure to include the amount your business will earn for sign services. Compare the total possible income with the loan amount. Be certain prices are high enough to pay off the bank loan. Be patient, as most sales will take place during the second set of breaks later in the day.

12. Sales Managers should display their items attractively and place a price tag near each group of items to be sold.

13. Encourage students to use creative promotions, to draw customers into their business.

14. When the Sales Manager goes on break, if another Sales Manager is not available, the CEO should take over to assist customers.

15. At the end of the day, be certain that all unsold merchandise, 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 Designer. This person will go to the Distribution & Delivery Center with a $5.00 check from the CFO 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 CEO 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.

Assist students to prepare their checkbooks for the first trip to the Bank:

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.

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

Job Title	Gross Pay	Net Pay
CEO	$9.00	$8.82
CFO	$8.50	$8.33
Sales Manager, Designer	$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** from the wall pocket and begin reading the information to become familiar with their job responsibilities.

Have the CFO begin working as soon as possible. Check with the CFO 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 and signed before the Opening Town Meeting.

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 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, open their savings accounts and eat lunch, before doing other activities.

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:

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: *Have we completed the business signs and collected payment for them?*
ASK: *Are we courteous to all of our customers?*
ASK: *Have we created attractive displays to advertise our products?*
ASK: *Do our products seem to be priced properly to attract customers?*
ASK: *Are we using good sales technique to persuade customers to buy?*
ASK: *Is each one of us doing our job?*

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:

- All unsold merchandise must remain in the business.
- Put all materials and supplies back in the original location.
- Pick-up everything on the floor.
- 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.

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 checklist 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 yellow job folders in your business and a copy are in the back of this folder). 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
- ☐ Working together to complete the **Pricing Worksheet**

CEO

- ☐ Taking out the **Business Costs Sheet** and giving it to the CFO
- ☐ Signing the $5 Distribution & Delivery Center check printed by the CFO
- ☐ Completing the **Opening Town Meeting** Speech and practicing speech w/Adult Volunteer
- ☐ Reviewing the **Merchandise Catalogue** with the Sales Managers to determine the additional items to purchase from the Distribution & Delivery Center.
- ☐ After Pledge of Allegiance, taking **Loan Application** and **Promissory Note** to the Bank CEO
- ☐ Signing all payroll checks printed by CFO
- ☐ Assuring that Designers begin making business signs as soon as possible
- ☐ Distributing **Bank Debit Card** to each employee after the Bank Tellers deliver them

CFO

- ☐ Entering loan amount
- ☐ Printing $5 Distribution & Delivery Center check
- ☐ Entering Payroll information
- ☐ Printing Payroll checks for Pay Period #1 and Pay Period #2

Sales Manager(s)

- ☐ Working with CEO and Adult Volunteer to order additional supplies from the Distribution & Delivery Center, set prices for products, using the **Pricing Worksheet**
- ☐ Preparing an **Invoice** and business self addressed **Envelope** for sign services for each JA BizTown business
- ☐ Delivering an invoice & envelope along with the sign to the businesses, as the Designers complete each sign
- ☐ Learning how to use the point of sale computer

Designer(s)

- ☐ Taking the $5 check to the Distribution & Delivery Center to purchase business supplies
- ☐ Using the dry erase markers and white boards, drawing signs for each JA BizTown business
- ☐ Making high quality signs

At some point in the day:

CEO

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

During First Break Rotation: (lunch)

CEO

- ☐ Reviewing the **Supplies Ordering Instructions**
- ☐ Substituting for Sales Manager when needed
- ☐ Making sure that all business customers' signs are being completed and delivered
- ☐ Supervising employees to be certain that break schedules are followed and everyone is doing his/her job

CFO

- ☐ Printing checks to pay bills only as bills come due. *(Bills are due when the CFO receives an invoice.)*
- ☐ Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid
- ☐ Making Business Deposits on computer and taking checks and Deposit Ticket to Bank CEO *(can enter 8 checks 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 businesses that have paid their sign invoice

Sales Manager(s)

- ☐ Assisting customers with purchasing items
- ☐ Taking customer orders for photo souvenirs
- ☐ Following computer directions for entering customer sales in the computer
- ☐ Assisting Designers to take customers' pictures and produce photo souvenirs as needed

Designer(s)

- ☐ Completing all business sign production *(Should be done by Yellow Lunch break if possible.)*
- ☐ After all business signs are complete, taking pictures of customers for photo souvenirs
- ☐ Making photo souvenirs per customer orders

During Second Break Rotation: (shopping)

CEO

- ☐ Substituting for Sales Manager when needed
- ☐ Supervising employees to be certain that break schedules are followed and everyone is doing his/her job

Determining if more inventory is needed and following the **Instructions for Ordering Supplies** in the **Merchandise Catalogue**. (O*rders cannot total more than $5 for the day, which is the amount budgeted on the Business Costs Sheet.)*

CFO

- ☐ Printing checks to pay bills <u>only</u> as bills come due. *(Bills are due when the CFO receives an invoice.)*
- ☐ Using the **CFO Accounts Payable Checklist** to keep track of which bills have been paid
- ☐ Making Business Deposits on computer and taking checks and Deposit Ticket to Bank CEO *(can enter 8 checks 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 businesses that have paid their sign invoice

Sales Manager(s)

- ☐ Assisting customers with purchasing items
- ☐ Taking customer orders for photo souvenirs
- ☐ Following computer directions for entering customer sales in the computer
- ☐ Assisting Designers to take customers' pictures and produce photo souvenirs as needed

Designer(s)

- ☐ Taking pictures of customers for photo souvenirs
- ☐ Making photo souvenirs that are ordered by customers

<u>End of Day (Business Clean Up):</u>

All Employees

- ☐ Assisting with clean-up as needed

CFO

- ☐ Making final Business Deposit Ticket and taking the checks and deposit ticket to the Bank CEO
- ☐ Printing the **Business Accounting Report** and placing it in the BizPrep Envelope

Adult Volunteer Facilitator(s)

- ☐ Assuring that all business sign boards have been collected and cleaned.
- ☐ 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 a 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.

Reminder: All unsold merchandise or supplies should remain in the display case or on the work tables.

Job Descriptions

CEO	CFO
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 speech at Town Meeting. 6. Works with employees to determine the products that will be sold and the pricing of those products. 7. Assists with all business duties when employees are on break. 8. Fills in for CFO when necessary.	1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at Bank. 6. Signs business checks if CEO is not available.
DESIGNER	**SALES MANAGER**
1. Reads and reviews descriptions of products to be produced. 2. Purchases start up supplies from the Distribution & Delivery Center. 3. Produces quality products. 4. Takes pictures and laminates items that are purchased by customers. 5. Personalizes products for customers as ordered, if applicable. 6. Paces work to meet production goals.	1. Using the Merchandise Catalogue determine additional items to order from the Distribution & Delivery Center. 2. Have the CEO verify and sign the order form. 3. Works with CEO to set prices of products. 4. Sets up display area. 5. Delivers completed signs and invoices to each business 7. Greets customers & assists them with sales. 8. Delivers ordered items to customers, if necessary. 9. Accepts payment for purchased items. 10. Forwards payments to CFO.

JA BizTown™

Graphics Shop CEO

You are responsible for the smooth operation of the Manufacturing business that serves *JA BizTown* consumers. Your business has some products that need to be manufactured by your employees; others may already be manufactured and ready for sale. Ordering products that the Citizens of JA BizTown would like to purchase, pricing correctly and making quality products in a timely manner are essential to your business' success. Assure all employees are familiar with their responsibilities and focused on their tasks.

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. 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.

3. Meet with the Sales Managers, Designers, and Volunteer Facilitator. Make sure everyone is aware of their job duties and the importance of what they are doing:
   a. Designers should begin working on the business sign designs. Discuss the importance of producing the signs for all businesses as early in the day as possible. (Try to finish by the second lunch break.)

   b. Sales Managers will complete the invoices for the sign designs. The invoices will be brought to the business when the sign design is completed and ready to be hung on the hooks outside of the business. Sales managers will also work with the designers to help create the sign designs during the startup time. Completing the business signs will be a team effort and everyone should help during the startup time.

   c. After you have received your initial order of your business' scarce items, use the **Distribution Center Inventory Sheet** from the bin**,** begin to set prices for your scarce product(s). <u>Remember</u>, these items cannot be reordered.

4. Review the **Merchandise Catalogue** and the **Ordering Supplies Instructions** to learn how your business will obtain additional supplies today. <u>Your business cannot rely on selling scarce items alone.</u> You **will** need to order additional supplies during the Business Start Up time. Work with the sales manager to fill out an order form from the front pocket of the Merchandise Catalogue.

5. Have one of the Sales Managers take the order form and a signed check in the amount of the order to the Distribution Center to receive these additional products.

6. Using the **Merchandise Catalogue Suggested Retail Prices**, and work with your Sales Managers to set prices for your products. No item sells for under $2.00.

7. Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.

8. Discuss the importance of using the Sales computer carefully and correctly.

9. Following the Pledge of Allegiance, take your **Loan Application** and **Promissory Note** to the Bank CEO to apply for your business loan.

10. 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 ask them to complete the back of the card before going to the Bank for the first paycheck deposit.

11. Sign all business checks after they are printed by the CFO.

12. Complete the **CEO Speech Guidelines** and practice your presentation with your volunteer facilitator. You will give the speech at the Opening Town Meeting.

13. Sign the **Rental Agreement** when the Realty Leasing Agent brings it to your business.

14. Allow the Non-Profit Director to place a container for individual contributions in your business. Give him/her your **Philanthropy Pledge Shee**t when they ask for it. Encourage your employees to contribute. The Non-Profit Director will return later in the day for the container. Remember, this container is for **your** employees to use when making a cash donation, if they wish to do so.

15. Once the business signs are completed, and the lunches have begin you will now begin selling items to generate income for your business. Ensure that all employees are aware of their duties at this time.

    a. Sales Manager(s) – Helping customers, taking orders, verifying funds in the POS computer, accepting checks ONLY for payment, and giving the checks to the CFO for deposit.

    b. Designers- taking pictures, downloading the pictures on the computer, printing the pictures and laminating the items.

    c. This process requires everyone to once again act as a team. Work together so that all products are sold, manufactured and delivered to the customer in a timely manner.

16. Meet with the Energy Scientist representative when he/she comes to talk with you about ways your business can conserve energy.

17. Substitute for the Sales Manager(s) when he/she is on break.

18. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.

19. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.

20. Assist with business clean up at the end of the day.

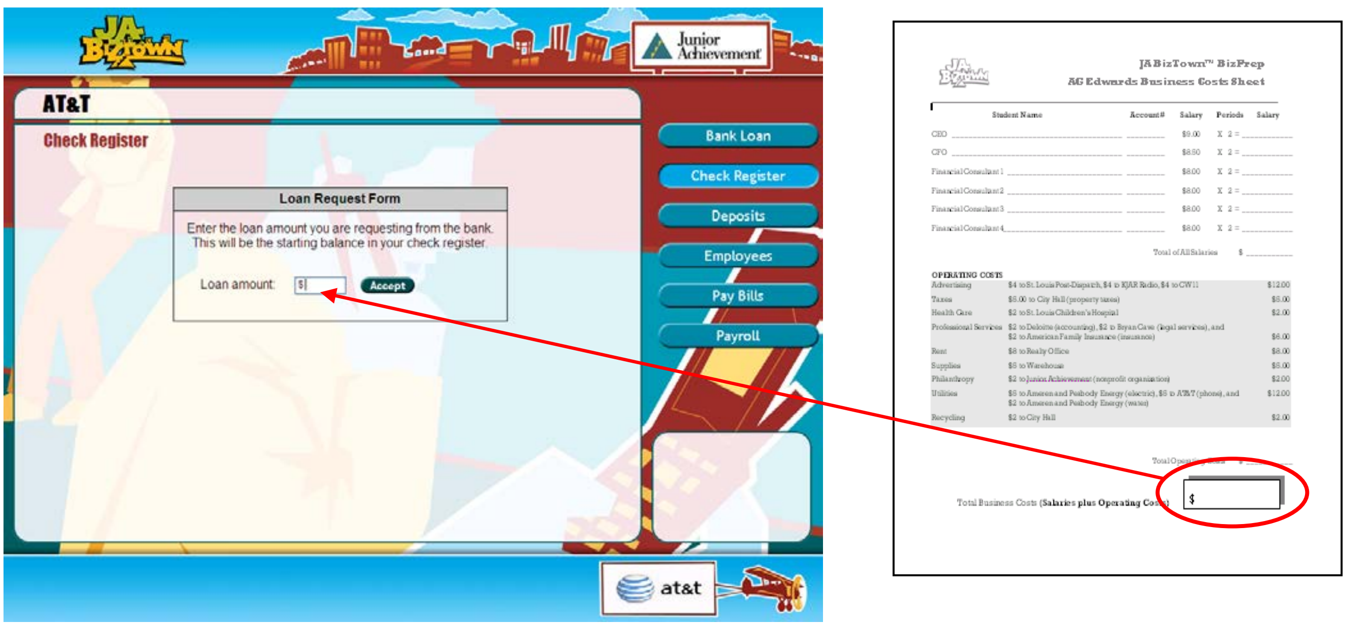
Graphics Shop CFO

Using the computer at your desk, you will print payroll checks and checks to pay bills. You will also deposit business income in the Bank. The CEO will sign all checks. If the CEO is not available, you may sign them yourself.

Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.

1. Submit a Loan Request

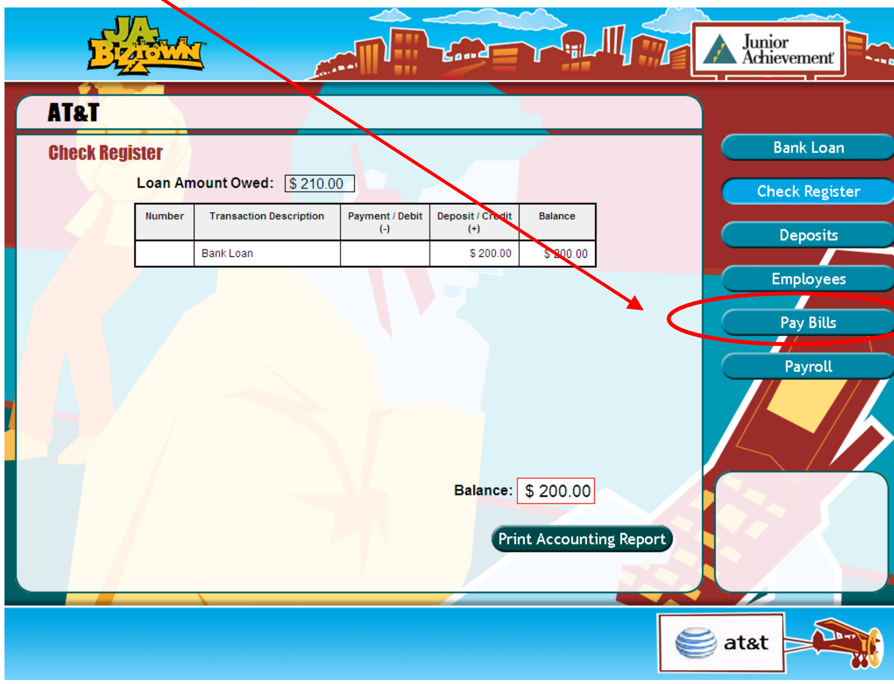
- Ask the CEO for the **Business Costs Sheet** found in the JA BizPrep envelope.
- The opening screen on your computer should look like this. If it doesn't, please find a JA staff member.



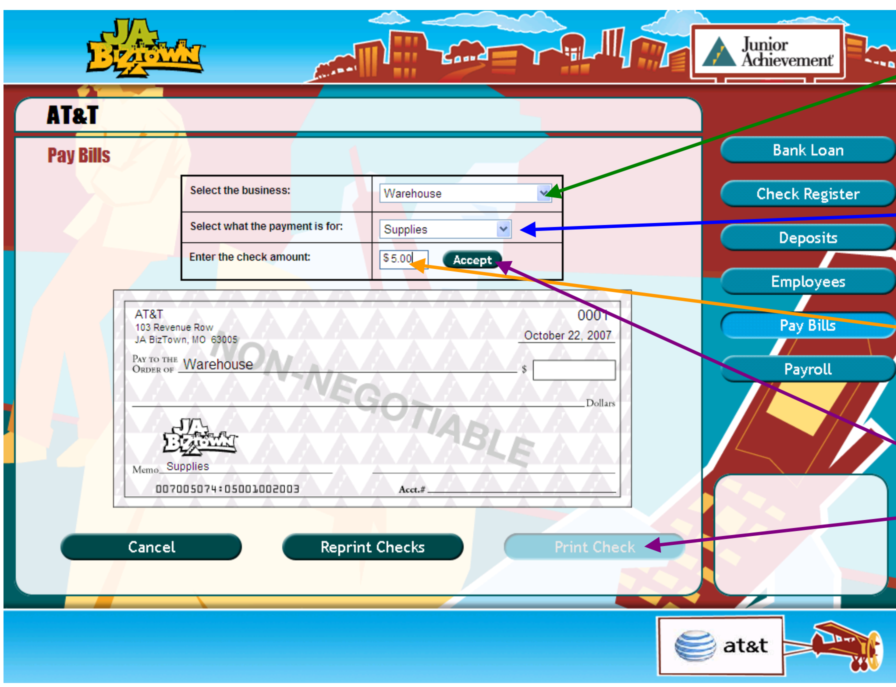
- In the box next to **Loan amount** on the computer, enter the amount of **Total Business Costs**, found in the box at the bottom of the **Business Costs Sheet**.
- Look at the amount you entered. If it is correct, click on the **Accept** button.
- If you entered a wrong number and clicked on **Accept**, then find a JA staff member to make any necessary change.
- Do <u>**NOT**</u> click on the **Print Accounting Report** button – you will do that later.
- Turn the page for instructions on your next step.

2. Write a Check to Distribution & Delivery Center

- Click on **Pay Bills**.



- After you click on **Pay Bills**, you will see the screen below. Complete these steps.



Select Distribution & Delivery Center as the business to receive the check.

Select Supplies to show what the check is for.

Enter 5.00 for the amount of the check.

Click on Accept to complete the check. Then click on Print Check.

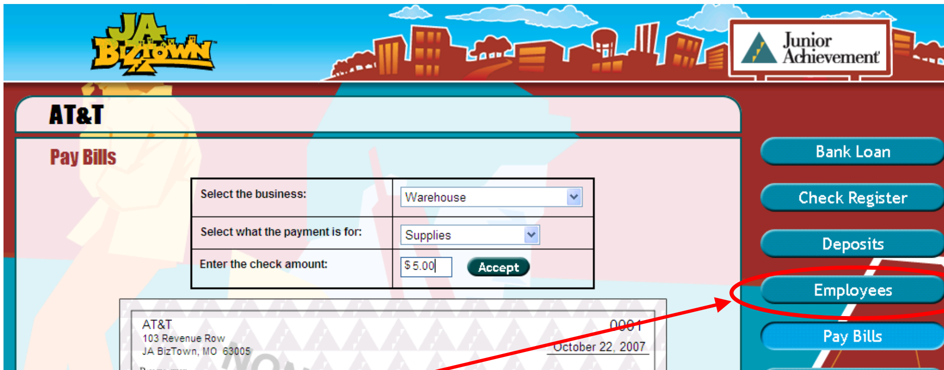
Remove & throw away the bottom part of the check

Have the CEO sign the check and give it to the employee who goes to the Distribution & Delivery Center.

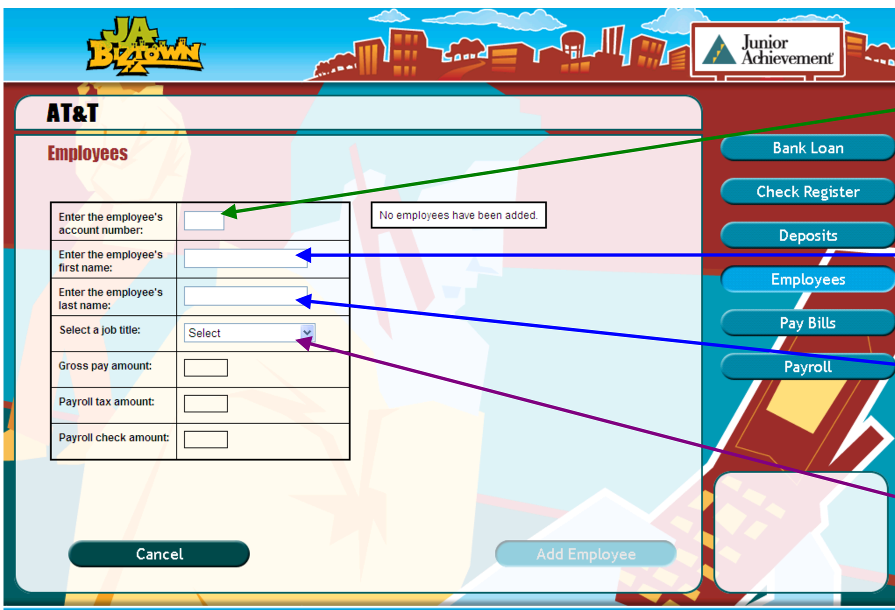
- Put a checkmark beside Distribution & Delivery Center on the purple **Accounts Payable Checklist**.

- Turn to the next page to learn about payroll.

3. Enter Employee Names and Jobs



- Click on the **Employees** button, and you will see the screen above.
- Using the **Business Costs Sheet**, complete the steps below.



Enter the employee's account number found on the Business Costs Sheet.

Enter the first name like this: John.

Enter the last name like this: Smith.

Click on the down arrow to click on the employee's job title.

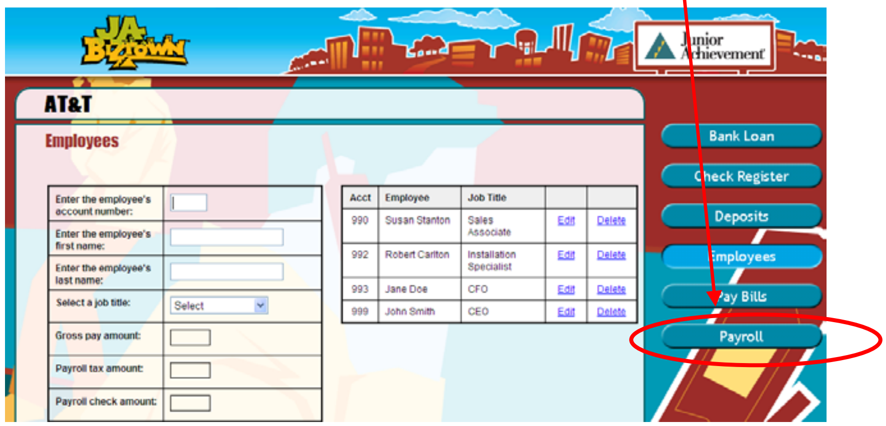
- The salary and tax amounts appear on the screen! Be sure that the salary on the computer matches the **Business Costs Sheet.**
- Click on **Add Employee**, then click on **OK** if all is correct, and the following box will appear on the screen.

Acct	Employee	Job Title		
999	John Smith	CEO	Edit	Delete

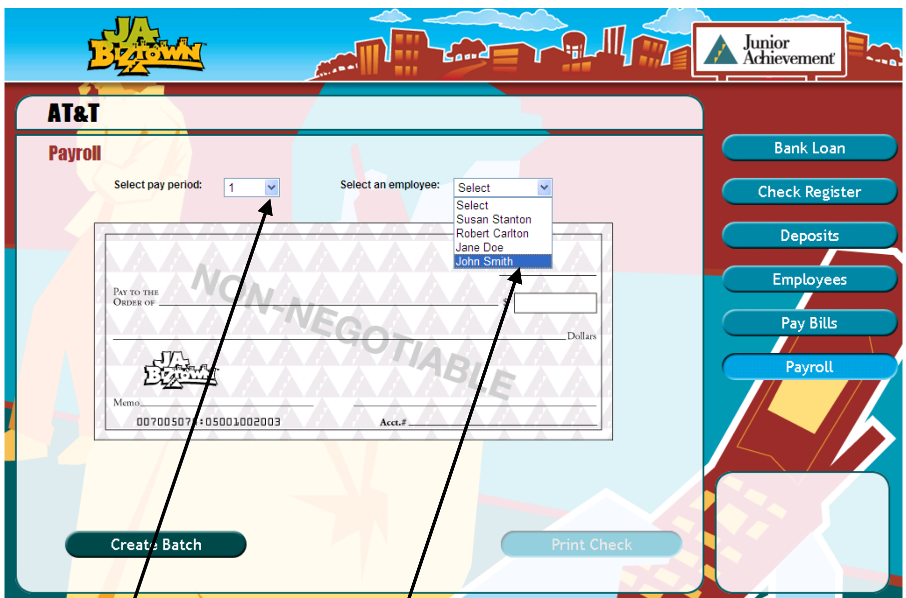
- If you made a mistake, click on **Cancel** and start over for that employee.
- Add all employees, and then turn to the next page for payroll directions.

4. Print Payroll Checks

- Now that employees have been entered. Click on the **Payroll** button.



- The following screen will appear.



- **Select pay period 1** and **select an employee**. The check will be filled out automatically.

- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees.

- Put a checkmark next to First Pay Period on the purple **Accounts Payable Checklist**,

- Have the CEO sign all of these payroll checks. Do not detach the pay stub. Place all checks in the black **Payroll Folder** (in the pocket labeled Payroll #1).

- Go to the next page for more instructions on payroll.

4. Print Payroll Checks
(continued)

- Print payroll checks for Pay Period 2. Follow the same process that you used for Pay Period 1.
- Write a checkmark next to Second Pay Period on the **Accounts Payable Checklist**
- Be sure all payroll checks are printed **before** the Opening Town Meeting.
- Put all completed payroll checks in the **Payroll Folder**. The CEO will distribute the checks for Pay Period #1 right after the Opening Town Meeting.
- The CEO will distribute payroll checks for Pay Period #2 after all the lunch breaks are over, during the 2nd staff meeting.

5. Pay Bills (Invoices)

- Sometimes you will see the word "invoices." This is another word for "bills."
- Follow the instructions that you used in section 2, "**Write a Check Distribution**" to complete the rest of your bills.

  - Select the business to be paid.
  - Select the word to describe what the check is for.
  - Enter the amount to be paid and click "**Print Check**".
  - Use the **CFO Accounts Payable Checklist,** placing a checkmark next to bills that you have paid.

- Print checks to pay bills **<u>ONLY</u>** when you receive an invoice. Print the check and place it in the return envelope that was provided with the invoice (postage is already on the envelope) along with the bottom portion of the invoice. Mail the envelope back to the business by placing it in the big Brown box in Town Square.
- Turn to the next page for instructions on how to make bank deposits for money that comes into your business.

6. Business Deposits

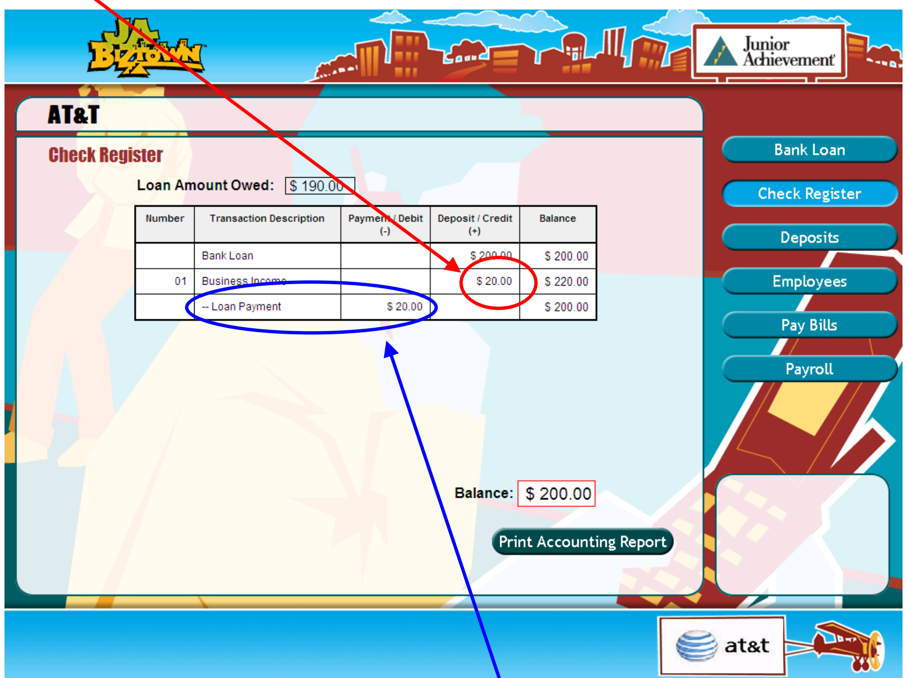
- During the day, you will receive checks from customers for sign advertising and purchase of various retail products.
- Use the computer to record deposits and print deposit tickets. Click on the **Deposits** button, and the screen below will appear.

- **The Deposit** number will fill in automatically (starting with **1**).
- Enter each check into a deposit. **You may enter only 8 (eight) checks into a single deposit.** Click on **Add Item** after you enter each check. If you have more than 8 checks, set the rest aside for the next deposit.
- Put 1 piece of plain paper into your printer and click on **Print Deposit Ticket**.
- Stamp the back of each check using the "For Deposit Only" stamp.
- Place the Deposit Ticket **<u>on top</u>** of the checks and staple them together.
- The screen above will appear, showing **Deposit number 2**. You are ready for your second deposit of checks if you receive more. Follow the procedure above for making an additional deposit.
- Place the deposit into your bank bag and take it to the Bank CEO.

7. Loan Balance

- Because your business takes out a loan, use the following procedure to determine your current loan balance recorded by The Bank.

- When you make a business bank deposit, the deposit is entered into the business check register. Click on the **Check Register** button and you will see the deposit (and any bills that you have paid).



- Note: an **automatic withdrawal** or **payment** of that deposit toward your business loan balance occurs. With each deposit you are repaying your business loan.

- Click on the "**Loan Balance**" button. You will see the business loan amount, interest, and a list of all payments (your deposits) entered.

- If your total deposits for the day are equal to or greater than the amount of your loan, you have successfully paid off your loan.

- Note: If a deposit is marked "pending," the Bank CEO has not yet entered the deposit into the Bank's records. Be sure that you take the printed deposit ticket and checks to the Bank to be entered and "approved."

8. Final Step

- At the end of the day, put 3 pieces of plain paper into your printer and click on **Check Register**.
- Print the **Accounting Report** for your business.
- Put the report into the JA BizPrep envelope to be taken back to school.
- This report will show if your business successfully repaid its loan and if it earned a profit.
- Assist with business clean-up.

Congratulations on a job well done!

JA BizTown™

Graphics Shop Designer

You are responsible for producing signs that will be sold to other businesses and for taking pictures and assembling products that will be sold to citizens in *JA BizTown.* A quality product is important. Remember to stay on task to assure that products are completed in a timely manner.

1. Get the check for the Distribution Center from the CEO. Take it to the Distribution Center and purchase supplies for the Graphics Shop. Bring the supplies back to your business.

2. When you return to your business, verify that what you received from the Distribution & Delivery Center matches what is listed on the **Distribution & Delivery Center Inventory Sheet**.

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. Review the descriptions of the products you will be producing today.

5. Attend any meetings called by the CEO.

6. Your **most important** responsibility today is to create attractive signs for your business customers. Select one of the business sign design sheets. Use the dry erase markers to draw the design on a white board. Do your very best drawing!

7. When you have a business sign completed, give the sign design white board and original sign design (Paper) to a sales manager to deliver with the invoice to the appropriate business. Continue until all business sign designs are completed.

8. After all business signs are complete, review the products your business will be producing for sale today. Follow all directions carefully, especially for using the camera to take pictures for the photo souvenirs.

9. Tell the CEO if more materials need to be ordered from the Distribution & Delivery Center.

10. As the Sales Manager(s) take orders for photo souvenir products, use the camera to take the picture, download, print and then laminate. Complete the orders as quickly and carefully as possible. Do your best work! Give the completed product to the Sales Manager for delivery to the customer.

11. Take pride in your work! Return all equipment to your work area when you have finished assembling the products.

12. The CEO or other Designer(s) will substitute for you when you are on break.

13. Assist with business clean-up at the end of the day.

JA BizTown™

Graphics Shop Sales Manager

You are responsible for delivering the invoices/envelopes with the completed sign design to the businesses. As well as greeting and assisting customers, verifying funds in the POS computer, accepting checks for the items that are sold. Remember to always be friendly and courteous to customers.

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. Attend any meetings called by the CEO. Review the **Sales Manager's Checklist**. During the Start-up Time, you may assist the Designers in producing signs, if needed.

3. Complete the sign design invoices and envelopes (in your folder).

4. Using the Graphic Shop address stamp and black ink pad, stamp the center of each of the 13 envelopes (in your folder). Postage is already on the envelope. Put the completed invoices and envelopes in the **"Completed Invoices and Envelopes"** folder.

5. After the Pledge of Allegiance, you will begin delivering completed signs, invoices and envelopes to the businesses. With your volunteer facilitator's assistance, practice approaching business CFO's. Practice speaking to them politely. Thank them for their assistance.

6. Ask the Designer for a completed sign design board and deliver the sign with an invoice/envelope to the business, checking to make sure that the business no longer has a "FOR RENT" sign displayed outside its door. **If the "For Rent" sign is still hanging, put the sign design on the floor under the "For Rent" sign. When the Leasing Agent removes the "For Rent" sign they will hang the sign for you.**
   a. As you deliver each sign design and invoice/envelope, check it off on the **Sales Manager's Checklist**.
   b. Continue to deliver completed signs and invoices until all the signs have been completed.

7. Work with the CEO and other Sales Manager(s) to set prices for items the Designers will produce and any ready-to-sell products purchased from the Merchandise Catalogue from the Distribution & Delivery Center. No item should sell for less than $2.00.
   a. Learn the operation of the sales computer from the volunteer facilitator in your business.
   b. Set up your sales area. Display products attractively and be sure prices are clearly marked with price tags.

8. Become familiar with any items available for sale that may be personalized. You will want to know this information as you interact with customers throughout the day.

9. Assist customers as they come in to purchase items.

10. Stay with your customers until they purchase their item(s) or leave the store. Show them where they can locate the items for sale, answer any questions, and complete an **Order Form** for personalized products.

11. Accept personal checks as payment for merchandise from customers. Remember to follow computer directions carefully as you enter sales into the computer. It is very important that this is done correctly. Be sure to place all checks received in the money basket (plastic container) for the CFO to deposit.

12. Be courteous to all customers and maintain merchandise to assure attractive displays for customers.

13. The CEO or other Sales Managers will substitute for you when you are on break.

14. Assist with business clean-up at the end of the day.