



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 first print a check for \$5.00 to the Distribution & Delivery center for supplies, then enter the employee information and print payroll checks for Pay Period 1 and 2. This should be completed before the Opening Time Meeting.
2. Before the Pledge of Allegiance, the Ad Executive will go to the Distribution & Delivery Center with the \$5.00 check to purchase the business supplies.
3. The Advertising Executive will complete an invoice and envelope for TV advertising for each business as soon as possible and put them in the folder marked "**Completed Invoices and Envelopes**." (The invoices and envelopes are in the front of their yellow folder.)
4. **After the Pledge of Allegiance**, using their checklist, the Advertising Exec will begin to deliver the invoices and envelopes.
5. The CEO will take the **Loan Application** and **Promissory Note** to the Bank immediately after the Pledge of Allegiance.
6. The CFO should print checks to pay bills only after receiving an invoice, then check off that bill on the **Accounts Payable Checklist** (Purple sheet). He/She will use the self addressed envelope provided with the invoice to mail the payments back by placing them in the brown box in town square. **All bills are hand delivered and then returned by mail using the self address envelope provided with the invoice.**
7. When the CFO takes a business deposit to the Bank, the deposit will consist of a business deposit ticket and the multiple checks making up the total deposit **stapled** to the deposit ticket.
8. Instruct employees to follow all equipment directions carefully and ask for assistance from the *JA BizTown* staff, if anything concerning computers or equipment is unclear or not working. **Do not try to fix it yourself!**
9. A *JA BizTown* staff member will come in to give camera instructions after the first staff meeting. Continue to monitor and assist students all day, as needed, with any problems related to the use of the equipment.



Volunteer Manual TV Station

10. Assist the Meteorologist with their Cloud in the Bottle experiment, as needed.
11. Work with the Reporter as he/she practices his/her interviewing skills.
12. A JA BizTown staff member will instruct the employees in editing and producing their JA BizKids Show. A DVD of this show will go back to school with the teachers.
13. 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 Ad Executive. 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.



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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
Meteorologist	\$8.25	\$8.08
Ad Executive, Host/ Anchor, Director, Reporter, Camera Operator	\$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 DEBIT card from the Bank this morning. The Debit card can only be used at Planet Earth and the Sports Shop. 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



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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 back. 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 collecting ads and payments from the Town businesses?*

ASK: *Are we interviewing JA BizTown citizens and writing news stories to be read over the air?*

ASK: *Are we filming ads and interviews, and preparing to edit the JA BizKids Show ?*

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:

- 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.



Volunteer Manual TV Station

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 on the Citizen's **Detailed Job Instructions** (found in the yellow job folders in your business and a copy are in the back of this manual). 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**

CEO

- Taking out **Business Costs Sheet** and giving to the CFO
- Signing the Distribution & Delivery Center check printed by the CFO
- After the Pledge of Allegiance, taking **Loan Application** and **Promissory Note** to Bank CEO
- Signing all payroll checks printed by CFO
- Completing the **Opening Town Meeting Speech** and practicing with Adult Volunteer
- Distributing **Bank DEBIT Cards** to each employee after the Bank Tellers deliver them

CFO

- Entering loan amount first in the computer
- Printing \$5 Distribution & Delivery Center check
- Entering payroll information
- Printing Payroll checks for Pay Period #1 and Pay Period #2

Advertising Executive

- Taking the \$5 check to the Distribution & Delivery Center to purchase supplies
- Completing an invoice and envelope for advertising fee for all businesses.
- After the Pledge of Allegiance, using the **Ad Executive's Checklist** to visit each business CFO, and deliver the invoice and envelope for their TV ad. (*follow instructions provided on the checklist*)

TV Host/Anchor(s)

- Reading the **Tips for a Successful Broadcast**
- Reading and completing the **TV Anchor Introductory Speech Guideline**
- Practicing the introduction speech for the *JA BizKids* TV Show

Director

- Reviewing the Director Shoot Schedule



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TV Station/Web Design

- Meet with the Ad Executive to make sure they both understand the collection of the ads and the interviewing process.
- Review the Cue card questions with the Ad Executive
- Working with the Host and Camera Operator begin shooting the “Start Up” segments from the Shoot Schedule.

TV Reporter(s)

- Completing the **Weather Report Guideline**
- Reviewing the information about interviewing citizens and adults for the *JA BizKids* TV Show

Meteorologist

- Reviewing the Meteorologist Manual
- Completing Current weather log/report

Camera Operator

- Reading the information about taping and producing the *JA BizKids* TV Show
- Learning how to operate the camera from a JA Staff Member

At some point in the day:

CEO

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

During First Break Rotation: (lunch)

CEO

- Assisting employees where needed
- 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 CFO receives an invoice.*)
- Using the purple **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 blue **Payments Received Checklist** to keep track of which businesses have paid their advertising invoice



Volunteer Manual TV Station/Web Design

Advertising Executive

- Informing the CEO's the TV station is ready for them to broadcast their business ad
- Using the Ad Executive's Checklist, beginning to bring business CEO's to the TV Station to tape their advertisement
- Keeping up with the TV Show production schedule to assure all businesses tape their ad

Director

- Once the Ad Executive begins collecting and returning with the business ads, completing the Shoot schedule and work with the Host to begin interviewing business CEO
- Filling in for the Camera Operator when he/she goes to lunch

TV Host/Anchor(s)

- Recording Introduction Speech Guideline on video
- Working with the Reporter, Camera Operator, Director and Ad Executive to put together a video taping schedule

TV Reporter

- Working with the TV Anchor, Camera Operator, and Director to put together video taping schedule of news stories
- Making sure along with the Ad Executive that businesses are recording their TV Ads

Meteorologist

- Taping Current Weather Report
- Completing Outside Weather Observation (With a teacher)
- Following Meteorologist Manual for research and data information

Camera Operator

- Working closely with the TV Anchor(s) and Director to follow videotaping schedule of TV Ads, interviews, and news reports

During Second Break Rotation: (shopping)

CEO

- Assisting employees where needed
- 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 CFO receives an invoice.*)
- Using the purple **CFO Accounts Payable Checklist** to keep track of which bills have been paid



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TV Station/Web Design

- 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 blue **Payments Received Checklist** to keep track of which businesses have paid their advertising invoice
- Taking deposits to the bank at least once per break

Advertising Executive

- Working with the Director and continuing to bring business CEO's to the TV Station to tape their advertisement...delivering the invoice and envelope to the business CFO.
- Keeping up with the TV Show production schedule to assure all businesses have tape their business ad

Director

- Filling in for Camera Operator when he/she are on break.
- Continuing to work with the Host, Camera Operator and Ad Executive to make sure all business interviews have been completed.
- Work with the Reporter to broadcast any interviews or news stories.

TV Host/Anchor(s)

- Working with the Camera Operator, TV Reporter and Ad Executive to be sure video taping is going as schedule.
- Using TV On-Air Checklist to be sure each business has recorded their TV Ad

TV Reporter(s)

- Finishing bringing the CEO of each business back to the TV station to record their TV Ad (*This should be done 2-3 at a time, not all the CEO's at once.*)
- Writing short news stories about events in the town
- Recruiting and interviewing a variety of citizens on camera about their town experiences

Meteorologist

- Completing 2nd Reading for log
- Taping Experiment (Cloud in a Bottle)
- Taping Forecast for next day.

Camera Operator

- Working closely with the TV Anchor(s) and Director to follow videotaping schedule of TV Ads, interviews, and news reports
- Advising the JA Staff Member when JA BizKids TV Show production is complete



Volunteer Manual

TV Station/Web Design

End of Day (Business Clean Up):

All Employees

- Assisting with clean-up as needed

CFO

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

Camera Operator

- Finishing up with TV Show production and turning off camera

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 a Volunteer evaluation when a JA BizTown Staff Member brings one by. Return it to a Staff member or leave it on the counter in your business.



JA BizTown™ Jobs

TV Station Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Signs business payroll/expense checks. 3. Signs Rental Agreement for shop space. 4. Prepares and gives speech at the Opening Town Meeting. 5. Records the TV Station Ad on the air. 6. Fills in for CFO when he/she is on break. 7. Proofs, edits and produces the video segments to create a TV Production using a special computer program. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and mails 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.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Purchases business supplies from the Distribution Center. 2. Completes the Advertisement Invoices and self-addressed envelopes for each business. 3. Collects TV Station Ads and delivers the invoices with a self-addressed envelope to each business. 4. Coordinates bringing CEO from each business to shoot their TV Ad. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Works in close partnership with the Camera/Computer Operator and Host. 2. Interviews people on the street, writes news stories. 3. Record segments from interviews conducted On-Air. 4. Fills in for Host when he/she is on break, if needed.
<p style="text-align: center;">HOST / ANCHOR</p> <ol style="list-style-type: none"> 1. Learns to operate sound equipment. 2. Conducts scheduled interviews of <i>JA BizTown</i> citizens and guests. 3. Reads news items, ads, announcements, etc. over the air. 4. Works with other staff to complete <i>JA BizTown</i> TV show. 	<p style="text-align: center;">CAMERA/COMPUTER OPERATOR</p> <ol style="list-style-type: none"> 1. Learns safe and correct operation of computer equipment. 2. Reads and understands processes for effective filming. 3. Films studio interviews. 4. Works in close partnership with the Director and Host to verify all interviews and segments have been recorded and produced for the <i>JA BizTown</i> TV show.
<p style="text-align: center;">METEOROLOGIST</p> <ol style="list-style-type: none"> 1. Learns about key components of weather and weather instruments. 2. Collects current weather information and data. 3. Completes weather experiments and data worksheet on findings. 4. Prepares and completes On Air weather report. 5. Prepares and performs On Air weather experiment on air pressure and cloud formation. 	<p style="text-align: center;">DIRECTOR</p> <ol style="list-style-type: none"> 1. Works closely with the CEO and Host/Anchor. 2. Gives the signal when to begin filming. 3. Fills in for the Camera/Computer operator when he/she is on break. 4. Works in close partnership with Reporter to film interesting video segments. 5. Uses Video Shoot Board to verify all interviews and segments have been recorded and produced for the <i>JA BizTown</i> TV show.

JA BizTown™

Television Station CEO

You are responsible for the smooth operation of the Television Station. Many customers will be visiting your business during the day to take part in interviews and news reports. Make sure all employees are familiar with their responsibilities and are 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. 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. Complete the **CEO Speech Guideline** (yellow form in your folder) and practice your presentation with your Volunteer Facilitator. You will give the speech at the Opening Town Meeting.
4. Using the laminated CEO Production Directions on the ring in your yellow folder, follow the steps below to enter the opening credits for the TV production.
 - a. Enter school name and date
 - b. Enter every employees name for the TV Station. Use the Cost Sheet from the CFO so that names are spelled correctly.
5. View the TV Ad commercials so that you are familiar with what you have available to use for the production.
6. After the Pledge of Allegiance, take the **Loan Application** and the **Promissory Note** to the Bank CEO to apply for your business loan.
7. 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. Tell them they must put their Account Number and signature on the back.
8. Sign all business checks after they have been printed by the CFO.
9. Throughout the day, you will be working with the Computer/Camera Operator putting together the TV program. As the computer/camera operator is saving taped segments, you will then place them onto the storyboard, building the production throughout the day. Follow the directions from the booklet that is provided, if need be.
10. Follow the **CEO Video Production checklist** to make sure all CEO business ads have been recorded and placed on storyboard, as well as reporter's news, and Meteorologist weather reports.
11. Sign the **Rental Agreement** when the Leasing Agent brings it to your business.

(Television Station CEO continued)

12. Allow the Non-Profit Director to place a container for individual contributions in your business. When asked, give him/her your **Philanthropy Pledge Sheet**. 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 donation, if they wish to do so.
13. Meet with the Energy Scientist representative when he/she comes to talk with you about ways your business can conserve energy.
14. Assist your employees as needed when he/she is on break.
15. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.
16. When all interviews have been completed, placed on the storyboard, and your checklist is complete, let a JA staff person know so that the DVD can begin to be burned.
17. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.
18. Assist with business clean-up at the end of the day.



TV – CEO Production List

Video “Take”	Import	Added to Story Board
Opening		
Current Weather		
Intro to Reporter		
Closing		
Bank		
City Hall		
Construction		
Distribution & Delivery Center		
Graphics Shop		
Lab Works		
Newspaper		
Planet Earth		
Radio Station		
Realty Office		
Restaurant		
Sports Shop		
TV Station		
Wellness Center		

Yellow Break	Import	Added
Start-Up News		
Lunch News		
Shopping News		
“Cloud in Bottle” Experiment		
Tomorrow’s Weather Forecast (Red Break)		
Interview		
Interview		
Interview		
Interview		

Additional TV Commercials	Added
Do You Know	
Names of Money	
Vault 1	
Vault 2	
Cash Credit	
Protect Money	
Business	
Ending Credits – add after “Closing”	



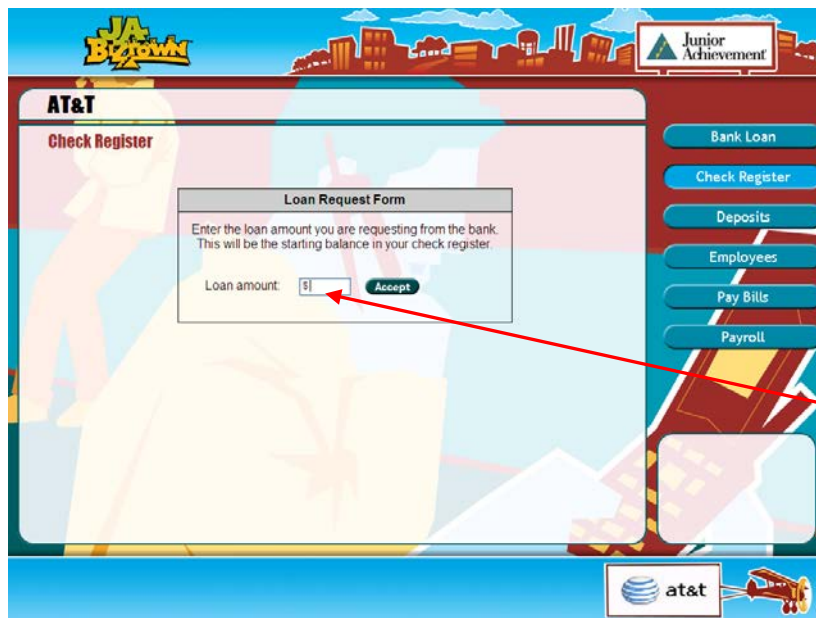
TV Station CFO

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.



JA BizTown™ BizPrep
AG Edwards Business Costs Sheet

Student Name	Account #	Salary	Periods	Salary
CEO		\$0.00	X 2 =	
CFO		\$800	X 2 =	
Financial Consultant 1		\$800	X 2 =	
Financial Consultant 2		\$800	X 2 =	
Financial Consultant 3		\$800	X 2 =	
Financial Consultant 4		\$800	X 2 =	
Total of All Salaries				\$

OPERATING COSTS			
Advertising	\$4 to St. Louis Post-Dispatch, \$4 to KSLR Radio, \$4 to CW11	\$12.00	
Taxes	\$0.00 to City Hall (property taxes)	\$0.00	
Health Care	\$2 to St. Louis Children's Hospital	\$2.00	
Professional Services	\$2 to Deloitte (accounting), \$2 to Bryan Cave (legal services), and \$2 to American Family Insurance (insurance)	\$6.00	
Rent	\$0 to Realty Office	\$0.00	
Supplies	\$0 to Warehouse	\$0.00	
Philanthropy	\$2 to Junior Achievement (nonprofit organization)	\$2.00	
Utilities	\$0 to American and Pubbody Energy (electric), \$0 to AT&T (phone), and \$2 to American and Pubbody Energy (water)	\$12.00	
Recycling	\$2 to City Hall	\$2.00	
Total Operating Costs			\$
Total Business Costs (Salaries plus Operating Costs)			\$

- 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 **NOT** 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**.

AT&T

Check Register

Loan Amount Owed: \$210.00

Number	Transaction Description	Payment / Debit (-)	Deposit / Credit (+)	Balance
	Bank Loan		\$200.00	\$200.00

Balance: \$200.00

Print Accounting Report

at&t

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

AT&T

Pay Bills

Select the business: Warehouse

Select what the payment is for: Supplies

Enter the check amount: \$5.00

AT&T 000
103 Revenue Row
JA BizTown, MO 63005
October 22, 2007

PAY TO THE ORDER OF Warehouse \$

MEMO: Supplies

007005074+05003002003

Cancel Reprint Checks Print Check

at&t

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.

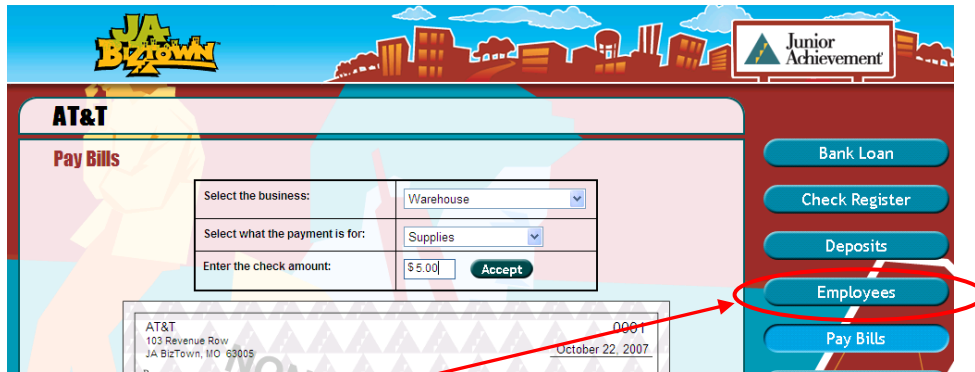
Click on **Accept** to complete the check. Then click on **Print Check**.

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**.

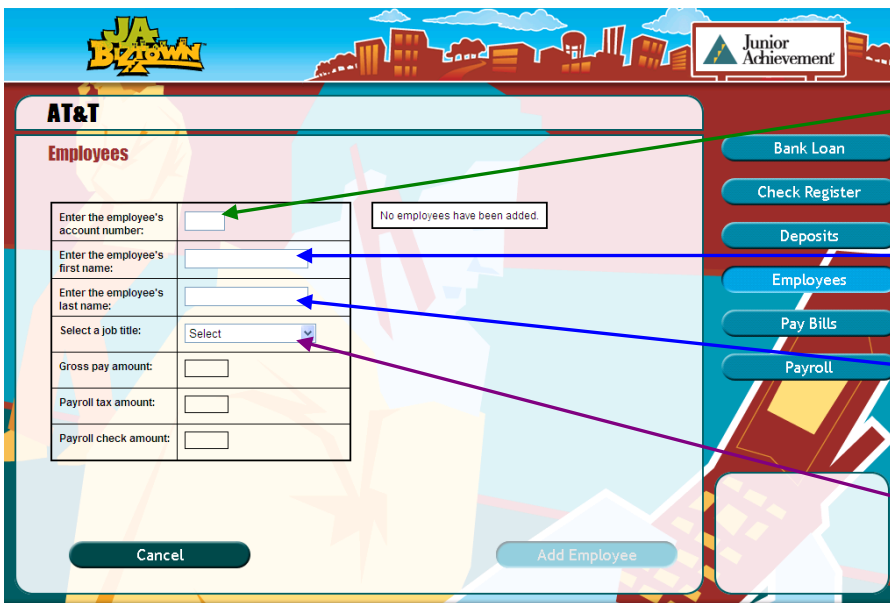
- Put a checkmark beside **Distribution & Delivery Center** on the purple **Accounts Payable Checklist**.
- Turn to the next page to learn about payroll.

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**, and 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 screenshot shows the 'AT&T Employees' management interface. On the left, there are input fields for employee details: account number, first name, last name, job title (a dropdown menu), gross pay amount, payroll tax amount, and payroll check amount. In the center, there is a table of employees:

Acct	Employee	Job Title		
990	Susan Stanton	Sales Associate	Edit	Delete
992	Robert Carlton	Installation Specialist	Edit	Delete
993	Jane Doe	CFO	Edit	Delete
999	John Smith	CEO	Edit	Delete

On the right side, there is a vertical menu of buttons: Bank Loan, Check Register, Deposits, Employees, Pay Bills, and Payroll. The 'Payroll' button is circled in red.

- The following screen will appear.

The screenshot shows the 'AT&T Payroll' screen. At the top, there are dropdown menus for 'Select pay period:' (set to 1) and 'Select an employee:' (showing a list of names: Susan Stanton, Robert Carlton, Jane Doe, John Smith). Below these is a check form with fields for 'Pay to the Order of', 'Amount', 'Memo', and 'Acct.#'. The check is marked 'NON-NEGOTIABLE'. At the bottom, there are buttons for 'Create Batch' and 'Print Check'. Arrows point from the 'Select pay period' and 'Select an employee' dropdowns to the 'Print Check' button.

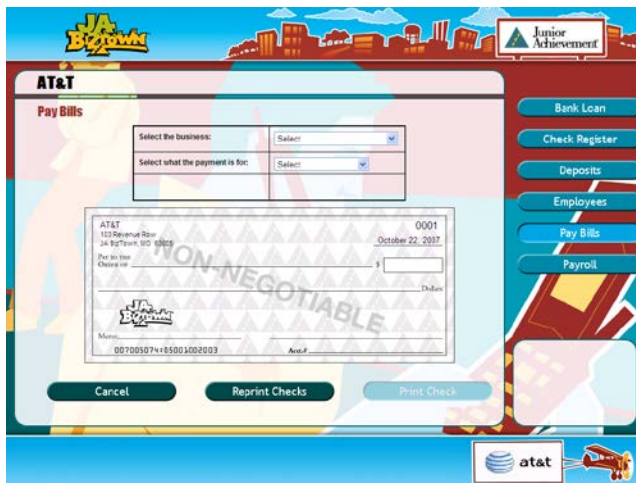
- Select pay period 1 and select an employee.** The check will be filled out automatically.
- Click on **Print Check**. Continue by selecting each employee's name until all payroll checks have been printed for all employees.
- Put a checkmark next to First Pay Period on the purple **Accounts Payable 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 **ONLY** 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 Brown box in Town Square.

6. Business Deposits

- During the day, you will receive checks from customers for TV Advertising and business and personal web pages.
- Use the computer to record deposits and print deposit tickets. Click on the **Deposits** button, and the screen below will appear.

AT&T

Deposits
Maximum of 8 checks in a deposit.

Deposit number:	1
Enter the account number on the check (optional):	
Enter the check amount:	\$

Add Item

Cancel

Print Deposit Ticket

Bank Loan
Check Register
Deposits
Employees
Pay Bills
Payroll

at&t

- **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.
- Count up cash and enter that amount. Click on the **Add Item** button.
- 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 **on top** 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).

The screenshot displays the AT&T Check Register interface. At the top, there is a "Loan Amount Owed" field with a value of \$190.00. Below this is a table with the following data:

Number	Transaction Description	Payment / Debit (-)	Deposit / Credit (+)	Balance
	Bank Loan		\$ 200.00	\$ 200.00
01	Business Income		\$ 20.00	\$ 220.00
	-- Loan Payment	\$ 20.00		\$ 200.00

Below the table, the "Balance:" field shows \$ 200.00. A "Print Accounting Report" button is located at the bottom of the table area. On the right side of the interface, there is a vertical menu with buttons for "Bank Loan", "Check Register", "Deposits", "Employees", "Pay Bills", and "Payroll". The AT&T logo is visible at the bottom right of the interface.

- 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!**

Advertising Executive

You are responsible for invoicing the businesses for payment for TV Station advertising, delivering the invoices and envelopes to each business CFO, and working with the Director for coordinating the Shoot schedule for all business Ads. You should interact with your customers in a friendly, courteous manner.

1. Get the check for the Distribution Center from the CEO. Take it to the Distribution & Delivery Center and purchase supplies for the TV Station. (This can be done before the Pledge)
2. 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.
3. A JA staff person will give you the businesses TV ads. Put them in order according to the laminated CEO availability list in your folder. After putting them in order give them to the Director.
4. Complete the invoices in the front pocket of the yellow instructions folder. Using the TV Station address stamp and the ink pad provided to you, stamp the center of each of the (13) envelopes. (Postage is already on the envelope) Put the completed invoices and the envelopes in the green "Completed Invoices and Envelopes" folder.
5. Review the **Advertising Executive's Checklist**. You will be visiting each business to give an invoice and a self addressed envelope to the CFO for their TV advertising cost.
6. With your volunteer facilitator's assistance, practice what you will say when approaching business CFO's to deliver their business invoice. Let them know that the invoice is for their TV advertising. Practice speaking to them politely, and be sure to tell them exactly why you are visiting. Tell the CEO you will return later to let them know when it is their turn to read their TV ad On-Air.
7. **After the Pledge of Allegiance**, begin to visit each business delivering the invoice and envelope to each CFO. Remember to use the **Advertising Executive's Checklist**. Mark an "X" in the column (**Invoice Delivered**) after visiting each business. Remind CFO's they should use the self addressed envelope provided to put the payment and the bottom portion of the invoice in the envelope and place it in the Brown box in the town square. (Next to the Distribution & Delivery Center) This invoice is for their TV advertising.
8. **After the Opening Town Meeting**, and after all the Invoices have been delivered, the Director has determined the shoot schedule, the Director will let you know which CEO's should be brought into the studio to broadcast their ad "On-Air".
9. The sequence of you duties are:
 - a. After the Pledge, use the **Advertising Executive's Checklist**, begin to visit each business. Deliver invoices/envelopes to each business CFO. Inform the CEO that you will be back to get them to read the ad "on-air".

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- b. After the Opening Town Meeting, and after all the invoices have been delivered, the Director will tell you who should be brought into the studio to read their business TV ad.
 - c. When you bring the CEO or business representative into the TV Station to read their business ad, give them the Cue Cards questions and ask them to pick 2 questions that will be asked by the Host during the interview.
 - d. Check with the Director of the TV Station periodically so that you know how often to bring another business CEO to the TV Station for their ad recording.
 - e. Be sure to include the TV Station ad in your recording schedule.
10. Continue to until all CEO's have been interviewed.
11. Assist with business clean-up at the end of the day.

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Television Station Advertising Executive's Checklist

Business Name	Invoice/Envelope Delivered to CFO	CEO brought to TV Station to shoot AD
Bank		
City Hall		
Construction Company		
Distribution & Delivery Center		
Graphics Shop		
Lab Works		
Newspaper		
Planet Earth		
Radio Station		
Realty Office		
Restaurant		
Sports Shop		
Wellness Center		

What to say when delivering invoices and envelopes:

1. Deliver an invoice and envelope to each CFO for their Business Advertising.
2. Tell the CEO you will be back to get them (or a representative from their business) when it is time to read their ad "On Air."
3. Once all invoices have been delivered, the Director will tell you who you should bring to the studio to shoot their ad "On-Air".
5. Visit those businesses; let the CEO know that the TV station is ready to shoot their ad.
6. Continue until all CEO's have been interviewed.

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Television Station Reporter

You are responsible for interviewing citizens and helping to create an interesting story about your day's experience. You will also assist the On-Air Host/Anchor. The TV Show your business makes will be taken back to your school.

1. Remain in your business to help with business set-up, until after the Pledge of Allegiance. Your business needs everyone's help before it opens.
2. Review your "**Reporter's Guidelines**," and begin to practice asking interview questions. Your interviews should include activity that is happening in *JA BizTown* with businesses, workers, and/or consumers. You may want to speak with Town leaders such as the Mayor, the teachers, volunteer facilitators, and other Town citizens.
3. During the Business Start up time, go into the city and get news of the things happening in JA BizTown. Write one story called "Start-Up News". (See suggestions)
4. Wear your **Press Pass** when you are in *JA BizTown* on official TV Station business.
5. After the Opening Town Meeting, **during the Red Lunch Break**, use the "Reporter's Guidelines and Suggestions" and conduct interviews for "**Lunch News**" stories.
6. During the **Yellow Lunch Break**, film your "Start Up News" and "Lunch News".
7. **During the Red Shopping Break**, review the **Reporter's Guidelines** and **Suggestions** and conduct interviews for "**Shopping News**". Return to the TV Station after completing each series of interviews and write the "newsworthy" stories to be taped..
8. When you go on break, remember to take off your **Press Pass**.
9. Assist with business clean-up at the end of the day.

JA BizTown™

Television Station Reporter's Guidelines

The *JA BizTown* Reporter's most important job today is to conduct interviews for the Television Station. It is very important that when gathering information for your articles, you gather the facts in a courteous, friendly manner. Ask good questions of your interviewees, and listen carefully to their responses.

INTERVIEW GUIDELINES

Listening carefully when conducting an interview is critically important because you want to be certain that you get the facts right!

You may interview anyone in *JA BizTown* today, preferably someone that is willing to give you a little of their time to answer your questions honestly. Consider speaking with the Mayor, the Savings Officer, a teacher, a JA Staff member, or anyone whom you meet while they are out on a break. Suggestions for interview questions include:

1. What is your favorite part of *JA BizTown*?
2. Is there anything about *JA BizTown* that has surprised you?
3. What is the most difficult part of your job at *JA BizTown*?
4. What have you learned about being a successful team member in a business?
5. Why do you think it is important to learn about checking accounts and savings accounts?
6. What do you like best about your job today?
7. What has been the most difficult task that you have had to perform on the job?
8. What do you think you are learning at *JA BizTown*?
9. What has been your favorite activity at *JA BizTown*?
10. What is something that happened in *JA BizTown* that was funny, sad, or unusual?
11. Your very own interview questions on topics of interest here at *JA BizTown* or at school will be good to ask also.

Have fun!

**Work hard and
enjoy your day in JA BizTown!**

JA BizTown™

Television Station Reporter

Reporter “News” Suggestions

Business Start Ups

- Distribution & Delivery Center – businesses getting their supplies
- Restaurant – making popcorn, setting up tables & chairs
- Retail shops – making items
- Construction – measuring doors & windows
- Non Profit Director- handing out philanthropy donation jars
- Lab Works- Chemist performing experiment

Daily Business

- Package Handlers – delivering mail, getting mail from big brown mailbox
- Construction workers making chair
- Citizens depositing paychecks
- Radio DJ in booth
- Citizens eating lunch
- Restocking supplies in the Distribution & Delivery Center
- Rental Agent taking down For Rent signs in front of businesses
- Selling newspapers
- Health assessments & exercise demonstrations in the Wellness Center
- Energy Scientist reading meters
- Bank president accepting deposits
- Citizens buying items from retail shops
- Citizens voting in City Hall
- CFO paying bills
- Bank Savings officer receiving savings checks
- Citizens signing up for drawing – sports items
- Citizens getting their picture taken in the Graphics Shop
- TV station studio
- Graphics shop employees hanging business signs

Interviews

- Various Citizens about their jobs and JA BizTown experience
- Teachers
- Interesting things that are happening and newsworthy in BizTown

JA BizTown™

Television Station On-Air Host/Anchor

Today you will work closely with the Director, Camera Operator, Reporter and the Meteorologist. Together, you are responsible for producing a video at *JA BizTown*. The TV Show DVD you produce will be taken back to your school. Work together to make the production gets completed on time.

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. During the Business Start-Up time, read the **Host/Anchor Scripts**. Discuss this information with either the Volunteer Facilitator in the TV Station or a JA staff member so that you will be ready when it is time to go on-the-air. Please follow the sound equipment directions carefully, as this equipment is very valuable. If you have any further questions, see a *JA BizTown* staff member.
3. Review the **Host Introductory Speech Guideline** and practice your introductory speech for the video.
4. A *JA BizTown* staff member will help you get started and begin taping. You need to have the introductory speech nearly memorized at this time.
5. After the Pledge of Allegiance, be prepared to tape your opening and closing segment On-Air.
6. The Director will inform the Advertising Executive which businesses to visit and bring one employee back to the TV Station for recording their business ads.
7. **BEFORE you begin taping,**
 - a. Make sure that the guest has a MIC and it is turned on.
 - b. Make sure the Business guest has chosen two questions to be asked "On-Air" from the cue card selection.
 - c. Practice interview questions with guest. (Remember not to ask the same two questions each time.)
9. **When you are "on air" remember to:**
 - a. Introduce the Business Employee that you are interviewing:
 1. Name
 2. Job Title
 3. Business
 - b. Allow them to read their business ad
 - c. Looking into the camera, use the Cue cards and ask **two** questions to the Business Employee about their experience in JA BizTown .
 - d. Thank them for coming to KBIZ-TV.
10. Assist with business clean-up at the end of the day

JA BizTown™

Television Station Camera / Computer Operator

You will work with the On-Air Host and the Director coordinating interviews and news reports for the TV Station. You and the CEO are responsible for producing the video of your school's day at *JA BizTown*. Working together and communicating are very important for the production to be complete.

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. A *JA BizTown* staff member will help you get started and teach you how to operate the computer. Before the JA staff meets with you, please read the **laminated directions on the ring**. **These are the directions on how to tape and save each segment**.
3. During the Business Start Up time, you will begin taping the TV employees segments. The opening (Host), current weather conditions (Meteorologist), intro to reporter (Reporter), and the closing (Host).
4. After the Opening Town Meeting, the Ad Executive will begin to bring CEO's or a business representative from each business to tape their business advertisement. Check to see if the On-Air Host and Director are ready. When everyone is ready, be certain that the sound is good and that the "set" is prepared by announcing, "All quiet on the set." Then begin to tape the interview.

Important Reminder: Citizens with an orange dot on their name tag do not have parents' permission to be photographed. **DO NOT take pictures of anyone wearing an orange dot.**

5. The Director will fill in for you while you go on break. Make sure he/she understand how to tape and save each segment.
6. Continue working with the On-Air Host and Director until you have taped a business advertisement with at least one employee from each business. With any remaining time, you may tape any interviews and news reports submitted by the Reporter.
7. Additional segments to tape will include the Meteorologist experiment and forecast for tomorrow.
8. Wear your "**Press Pass**" when you are in the Town on official TV Station business.
9. Assist with business clean-up at the end of the day.

JA BizTown™

Television Station Camera / Computer Operator

You will work with the On-Air Host and the Director coordinating interviews and news reports for the TV Station. You and the CEO are responsible for producing the video of your school's day at *JA BizTown*. Working together and communicating are very important for the production to be complete.

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. A *JA BizTown* staff member will help you get started and teach you how to operate the computer. Before the JA staff meets with you, please read the **laminated directions on the ring**. **These are the directions on how to tape and save each segment**.
3. During the Business Start Up time, you will begin taping the TV employees segments. The opening (Host), current weather conditions (Meteorologist), intro to reporter (Reporter), and the closing (Host).
4. After the Opening Town Meeting, the Ad Executive will begin to bring CEO's or a business representative from each business to tape their business advertisement. Check to see if the On-Air Host and Director are ready. When everyone is ready, be certain that the sound is good and that the "set" is prepared by announcing, "All quiet on the set." Then begin to tape the interview.

Important Reminder: Citizens with an orange dot on their name tag do not have parents' permission to be photographed. **DO NOT take pictures of anyone wearing an orange dot.**

5. The Director will fill in for you while you go on break. Make sure he/she understand how to tape and save each segment.
6. Continue working with the On-Air Host and Director until you have taped a business advertisement with at least one employee from each business. With any remaining time, you may tape any interviews and news reports submitted by the Reporter.
7. Additional segments to tape will include the Meteorologist experiment and forecast for tomorrow.
8. Wear your "**Press Pass**" when you are in the Town on official TV Station business.
9. Assist with business clean-up at the end of the day.

Television Station Meteorologist

Your job today as a Meteorologist will be to conduct weather observations, collect weather data and perform an experiment on air pressure. You will learn how air pressure affects clouds and wind, and how clouds affect air temperature. You will record and use the current computer data and facts to predict future weather. You will use and refer to the Meteorologist Manual for your information.

1. Remain in your business until after the Pledge of Allegiance.
2. In the Meteorologist Manual, read the sections **Overview of your Job and Weather Components**. (pages 2-4) Become familiar with what you will be doing today; the difference between a weather person and meteorologist and weather components.
3. In the Meteorologist Manual, read the section **Gathering Weather Data** (page 5).
4. Looking at the computer screen, complete READING #1 on the **Weather Report Worksheet**. Refer to the screen diagram on page 5, if need be.
5. In the Meteorologist Manual, read the section on **Temperature**. (page 6-7)
6. After the Pledge of Allegiance, shoot On-Air the 1st weather segment using the weather report information and data recorded on the **Weather Report Worksheet**. Post the current temperatures and weather symbols onto the weather sign board. The weather sign board will be placed on top of the KBIZ sign for the weather segment.
7. After the Pledge of Allegiance, the Reporter from the Newspaper will ask to meet with you regarding gathering the current weather forecast for the front page of the Newspaper edition.
8. Complete the **Outside Weather Observation** worksheet on the clip board. With a teachers assistance, go outside and complete worksheet.
9. In the Meteorologist Manual, read the section on Humidity, Wind Speed and Wind Direction. (page 8-9)
10. In the Meteorologist Manual, read the activity objective for the experiment on Air Pressure- Cloud in a Bottle. (pages 13-15)
 - a. Become familiar with the materials being used
 - b. Read and understand the steps that you will follow to perform the experiment
11. Perform the experiment procedure.
 - a. Follow the steps in the manual.
12. After the experiment procedure, in the Meteorologist Manual, read the section on clouds and Air Pressure. (pages 10-12)

(continued)

13. Once again, practice the experiment Cloud in a Bottle for videotaping On-Air using the Cloud in the Bottle experiment cue cards.
14. During the **Yellow Lunch Break**, videotape the Cloud in the Bottle experiment.
15. During the Red shopping break, take the 2nd weather reading and record the data on the Weather Report Worksheet.
16. Using the Weather Data collected today, video tape your Weather Forecast prediction for tomorrow.
17. Assist with business clean-up at the end of the day.

JA BizTown™

Television Station Director

You will work closely with the Host, Camera/Computer Operator and the Ad Executive coordinating interviews and news reports for the TV Station. Together, you are responsible for producing a video at *JA BizTown*. The TV Show DVD you produce will be taken back to your school. 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.

1. Review the **Director's Video Shoot Board**. Each time a CEO or business representative is interviewed, you will indicate it on the shoot board by placing the magnet on "Ad Shot".
2. Become familiar with the computer recording process. You will fill in for the camera/computer operator when he/she goes on break.
3. Review the Cue Cards with the Ad Executive and interview process with the On-Air Host.
4. The Ad executive will give you the businesses TV ads in order of availability. Review the CEO Availability schedule (in the front pocket of your yellow instructions folder) and the ads. These are the ads that the CEO will be taping for the business commercial or advertisement.
5. Meet with the Ad Executive so that you both understand the shoot schedule and the procedure for bringing the business CEO's or representative to broadcast their business ad. The Ad Executive will give them the Cue card questions to the CEO and have them decide on (2) questions that they would like to be asked during the interview. As Director, you will hold up these questions during the interview.
6. During the Start Up time, direct the Host and camera operator and begin videotaping an actual segment. Do the following:
 - a. Identify which start up segment you will be taping (opening, weather, closing)
 - b. Make sure that the Host(s) and camera operator are ready
 - c. Start the recording process by saying "Action" or 3-2-1 go...use the Director's clap board to signal to the camera operator to begin filming
 - d. The camera operator should stop filming once the host is finished talking

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7. When all TV Station start up clips have been successfully taped, have the Host practice interviewing your own TV CEO.
8. Use the **Director's Shoot Board (on the wall)**, and the **Availability Schedule** (in your yellow folder) begin to line up the business CEO interview schedule.
9. **After the Opening Town Meeting**, during RED Lunch break, in the order that you have determined, ask the Ad Executive to bring the first 2 CEO's into the TV station to shoot their business Ad.
10. Make sure that the CEO or person being interviewed understands the interview process.
 - a. Director will make the call for "action"
 - b. Camera operator will begin the filming process
 - c. Host will introduce the Business CEO or representative
 - d. They will read their ad
 - e. Then answer the questions on the cue card that they chose.
11. Make sure that the camera operator knows which CEO or business representative was interviewed so that the segment can be saved properly.
12. Fill in for the Camera Operator when they go to lunch. Be sure to have the camera operator show you how to start, stop and save the segments.
13. During Yellow Lunch/Shopping Break the Reporter will read any news stories or interviews that may have been gathered in town square.
14. Continue working with the On-Air Host and Camera Operator until you have taped a business advertisement with at least one employee from each business. With any remaining time, you may tape any interviews and news reports submitted by the Reporter.
15. Assist with business clean-up at the end of the day.

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