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 "scarce" supplies, then enter the employee information and print payroll checks for both Pay Period 1 and Pay Period 2 before the Opening Town Meeting.

2. Before the Pledge of Allegiance, the Health Care Manager will go to the Distribution & Delivery Center with the $5.00 check to purchase business 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**.

4. All invoices are delivered by hand, and the payments are returned by using the self address envelope provided with the invoice. When ready to mail, they should be placed in the brown box in town square.

5. The Wellness Center will borrow money from the Bank. The CEO will take the **Loan Application** and **Promissory Note** to the Bank <u>after</u> the Pledge of Allegiance.

6. During the business start up time, the Health Care Manager and CEO should review the **Merchandise Catalogue** and determine the additional items that the Wellness Center will be selling today. Review the directions in the front of the Catalogue to help assist the students.

7. Verify that the Physiologist understands how to read the pulse meter and how to complete the **Heart Rate Lab Sheets**.

8. 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.

9. Instruct employees to follow all equipment directions <u>carefully</u> and ask for assistance from the *JA BizTown* staff if anything concerning computers or machinery is unclear or not working. **DO NOT try to fix it yourself!**

10. All employees should be trained to use the sales computer properly.

11. As students begin to **price products,** give guidance and reminders through the following pricing techniques using the laminated worksheet:
    a. Know the amount of money needed, with interest, to pay off the bank loan.
    b. Know the amount of money expected to receive for Health Insurance from each business.
    c. Subtract that number from the loan amount and determine the remaining amount of revenue that must be made by selling items.
    d. Set prices. Nothing should be priced under $2.00.
    e. The total of all item prices must be enough to pay off the loan.
    f. Do not open for business until pricing is completed.
    g. Do not allow students to lower prices at anytime, without your approval. Check with a *JA BizTown* staff member first.
    h. As items sell, remind CEO additional orders may need to be placed.

12. As the students price products, have the CEO write the prices on the laminated worksheet and calculate the total possible income. Compare the total possible income, including income from the other businesses for employee health insurance, 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.

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

14. Uniforms may be worn by the students and should be hung up neatly on the hanger and placed by on the wall rack at the end of the day.

15. At the end of the day, be certain that all unsold merchandise, student Simulation (yellow) 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 Health Care Manager. 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
Health Care Manager	$8.00	$7.84
Biologist	$8.50	$8.33
Physiologist	$8.50	$8.33

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. The debit card can be used in the Sports Shop and Planet Earth only.

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: *Are we courteous to all of our customers?*
ASK: *Are we familiar with all of our equipment and able to demonstrate it to our customers?*
ASK: *Are we doing a good job of informing our customers about healthy living habits and encouraging them to buy our products?*
ASK: *Are we promoting bicycle safety and the free bike helmet drawing?*
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.
- Hang all uniforms neatly on hangers and place on rack. Replace equipment.
- 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 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 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 complete the **Pricing Worksheet**

CEO

- ☐ Calling a meeting with Health Care Managers when they return from picking up the "scarce" supplies to work on setting prices for items to be sold, using the laminated **Pricing Worksheet**
- ☐ After Pledge of Allegiance, taking **Loan Application** and **Promissory Note** to Bank CEO
- ☐ Completing the **Opening Town Meeting Speech** and practicing with the adult volunteer
- ☐ Signing Payroll checks when CFO is done printing them
- ☐ Using the Billing Computer, printing a **$2 Invoice** for each business's employee health insurance
- ☐ Stamp the envelopes provided with the Wellness Center address stamp.
- ☐ Distributing **Bank Debit Cards** to each employee after the Bank Tellers deliver them

CFO

- ☐ Entering Loan Amount first in computer
- ☐ Printing $5 Supply Center check
- ☐ Entering Payroll information
- ☐ Printing Payroll checks for Pay Period #1 and Pay Period #2

Health Care Manager

- ☐ Taking $5 check to the Distribution & Delivery Center for supplies
- ☐ Review the Merchandise Catalogue to determine additional items to purchase from the Distribution & Delivery Center.
- ☐ Attending meeting called by CEO to work on setting prices on items that will be sold.
- ☐ Fill out order form, have CFO print a check for the correct amount and take it to the Distribution & Delivery Center.
- ☐ After meeting, organize an attractive display case
- ☐ Attending meeting with Volunteer Facilitator to learn how to operate equipment.

Biologist

- ☐ Become familiar with the materials and equipment that will be used.
- ☐ Read the safety requirements.
- ☐ Review the research data worksheet.

Physiologist

- ☐ Read how to use the equipment and materials for the calorie burning experiment.
- ☐ Review the Heart Rate Lab Sheets.

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 for them

During First Break Rotation: (lunch)

CEO

- ☐ Completing health insurance invoices and envelopes. Begin to deliver to CFO's of each business.
- ☐ Making sure all employees know how to use the Point of Sale Computer.
- ☐ Helping other employees in business if they need assistance.

CFO

- ☐ Printing checks to pay bills <u>only</u> as bills come due. *(Bills are due when the CFO receives an invoice.)*
- ☐ Using the purple **CFO Accounts Payable Checklist** to keep track of which bills have paid.
- ☐ Making Business Deposits on computer and taking checks and Deposit ticket to Bank CEO (*can enter 8 deposits into the computer at a time. Do not just enter one check for a Business Deposit)*
- ☐ Using the blue **Payments Received Checklist** to keep track of which businesses have paid their invoice
- ☐ Filling-in for CEO when CEO goes to break.

Health Care Manager

- ☐ Assisting customers as they come in to get Health Assessments or to purchase any products
- ☐ Following computer directions for entering customer sales in the computer.
- ☐ Asking customers to fill out a **Health Lifestyles Survey**, and giving a free gift.

Biologist

- ☐ Using the prepared microscope slides, microscope and computer, complete the research data worksheet.
- ☐ Create microscope slides using the materials provided.

Physiologist

- ☐ Assisting customers who would like to be a part of the calorie burning experiment.
- ☐ Helping to sell product

Adult Volunteer Facilitator(s)

- ☐ Making sure health insurance invoices have been sent out or in the process of being sent out.

<u>During Second Break Rotation: (shopping)</u>

CEO

- ☐ Reviewing Ordering Supplies information in the Merchandise Catalogue and place another order from the Distribution & Delivery Center, if need be. (*orders can total no more than $5 for the entire day, which is what was budgeted on your Business Costs Sheet.)*
- ☐ Making sure that payments for health insurance invoices are being received. If not, have Health Care Managers hand collect from Business CFOs using **Payment Checklist** (*only for businesses who haven't paid yet)*

CFO

- ☐ Printing checks to pay bills <u>only</u> as bills come due. *(Bills are due when the 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 deposits 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 invoice.
- ☐ Filling-in for Bank CEO when CEO went to break.
- ☐ Checking Bank Loan on the computer to see how much of the loan has been paid off.

Health Care Manager

- ☐ Letting CEO know if items are running low so that he/she can Order Supplies.
- ☐ Assisting customers as they purchase products.
- ☐ Following computer directions for entering customer sales in the computer.

Biologist

- ☐ Help with sales, as needed.

Physiologist

- ☐ Performing the calorie burning experiment with customers.
- ☐ Helping to sell products.

Adult Volunteer Facilitator(s)

- ☐ Make sure health insurance invoices are being received; if not, Health Care Mangers should be hand collecting.

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 **Business Accounting Report** and placed in BizPrep Envelope.

Adult Volunteer Facilitator(s)

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

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

CEO

1. Obtains bank loan.
2. Signs all business payroll and expense checks.
3. Works with Health Care Manager to determine additional products to order/sell from the Distribution & Delivery Center and prices of those products.
4. Prints and delivers invoices and self addressed envelopes to businesses for Health Insurance
5. Prepares and gives speech at the Opening Town Meeting.
6. Signs Rental Agreement for business space.
7. Fills in for the CFO when he/she is on break.
8. Assists with all business duties as needed.

CFO

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 all business checks if the CEO is not available.

HEALTH CARE MANAGER

1. Purchases business supplies from Distribution & Delivery Center.
2. Becomes familiar with products, health information and equipment.
3. Using the Merchandise Catalogue determine additional items to order.
4. Works with CEO to determine product prices.
5. Distributes insurance card to citizens.
6. Makes quality products and sets up display.
7. Greets customers, assists them with sales, accepts payments and verifies the payments in the computer.
8. Gives payments to the CFO for deposit.
9. Informs citizens about bicycle safety, nutrition and health related matters.
10. Conducts health assessments and surveys.
11. Promotes free bike helmet drawing and selects winner at the Closing Town Meeting.

BIOLOGIST

1. Become familiar with the materials and equipment that will be used.
2. Read the safety requirements.
3. Review the research data worksheet.
4. Using the prepared microscope slides, microscope and computer, complete the research data worksheet.
5. Create microscope slides using the materials provided.
6. Help with sales, as needed.

PHYSIOLOGIST

1. Review research investigation report/ experiment.
2. Become familiar with the materials used.
3. Read all safety requirements.
4. Perform investigation and observations.
5. Record data.
6. Help with sales, if needed.

JA BizTown™

Wellness Center CEO

You are responsible for the smooth operation of the Wellness Center. Many customers will be visiting your business during the day to interact with the health related displays and to purchase health related products. Be certain that 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 Cost Sheet** to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

3. Attend the meeting with the volunteer facilitator and other employees of the Wellness Center as you learn how to operate the health care equipment and fulfill your responsibilities.

4. Meet with the Health Care Manager.

   a. After you have received your initial order of your business' scarce items, use the **Distribution & Delivery Center Inventory Sheet** from the bin**,** begin to set prices for your scarce products. <u>Remember</u>, these items cannot be reordered.
   b. 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.
   c. **During the Business Start Up time,** use the merchandise catalogue to determine the additional items your business feels the citizens of JA BizTown would be interested in purchasing. Keep in mind; you will want to offer a variety of items at a variety of prices.
   d. Fill out an order form from the front pocket of the Merchandise Catalogue.
   e. Have the Sales Manager take the order form and a check in the amount of the order to the Distribution & Delivery Center to receive these additional products.
   f. Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.
   g. Discuss the importance of using the Sales computer carefully and correctly.
   h. Remind those helping with sales that the Wellness Center accepts CHECKS only. No cash. After verifying that the customer has funds available, the check should be given to the CFO for a deposit.

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

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

(continued)

7. Sign all business and payroll checks after they have been printed by the CFO.

8. The Bank Tellers will bring **Bank Debit Cards** for each of the employees in your business. Accept these **Bank Debit Cards**, distribute one to each employee and tell them to complete the back of the card before going to the Bank for the first paycheck deposit.

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

10. After the Opening Town Meeting, use the **Billing Computer** (at your desk) and the **Wellness Center Payment Checklist**, follow the on-screen directions and print a **$2.00 invoice** for each business. Keep track of the invoices you print by marking an "X" in the "Invoice Printed" column of the checklist. After invoices are printed, do the following:

    a. Locate the Wellness Center Address stamp and the ink pad.
    b. Using the envelopes provided, stamp the center of each envelope with the Wellness Center address stamp.
    c. Mark an "X" on the checklist under envelopes complete column.
    d. Put the completed envelopes and the completed invoices in the folder labeled **"Completed Invoices and Envelopes".**

11. Using your checklist, begin to deliver the invoices and envelopes to each CFO. Mark an "X" in the column Invoice and Envelope Delivered.

12. Allow the Non-Profit Director to place a container for individual contributions in your business. Give him/her your **Philanthropy Pledge Sheet**. Encourage your employees to contribute. The Non-Profit Director will return later for the container. Remember, this container is for **<u>your</u>** 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. As Wellness Center payments are returned through the mail for the Health Care payment, give the checks to your CFO to deposit at the Bank.

15. During the second afternoon shopping break (Yellow), ask your CFO if all businesses have paid their invoice. If a business has not yet paid, go to that business CFO and ask if the payment has been mailed. If not, ask for the payment and hand carry the check back to your shop.

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

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

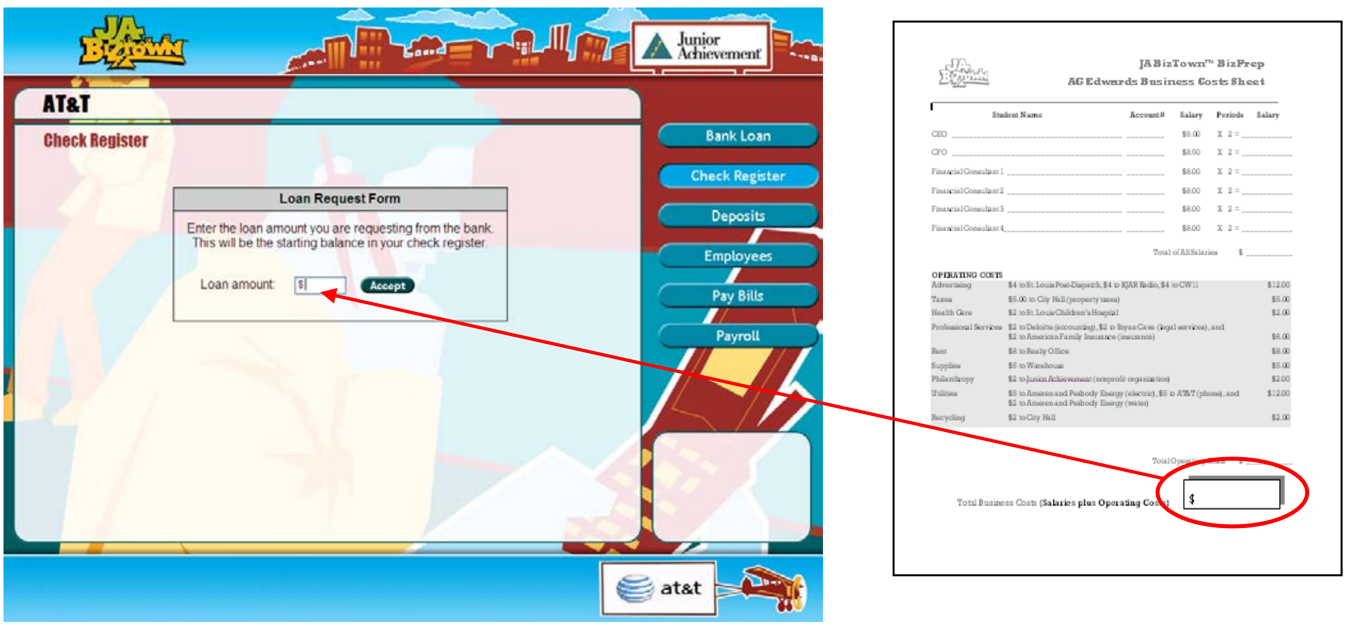
Wellness Center CFO

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

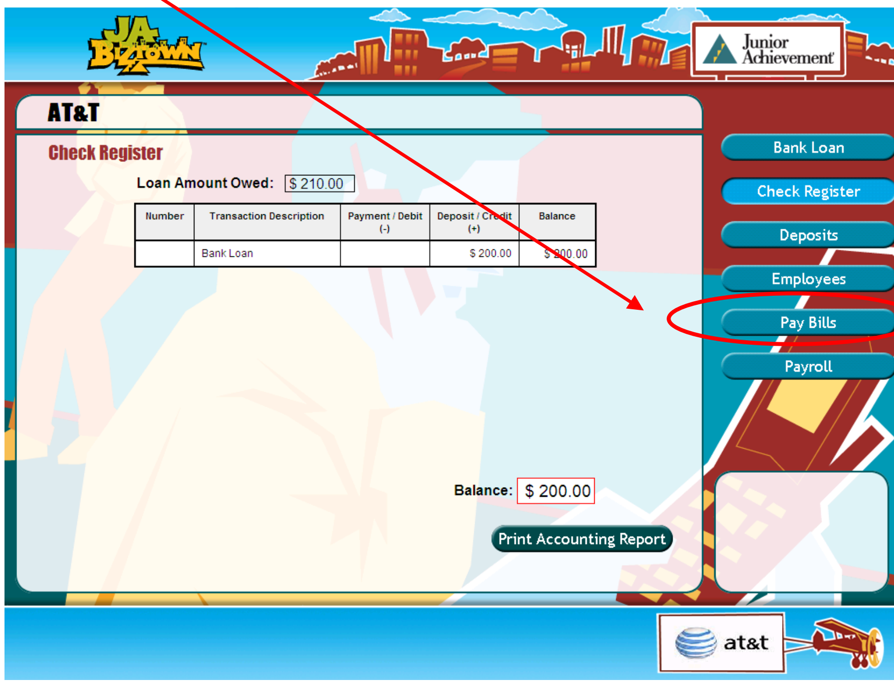
- Ask the CEO for the **Business Costs Sheet** found in the JA BizPrep envelope.
- The opening screen on your computer should look like this. If it doesn't, please find a JA staff member.



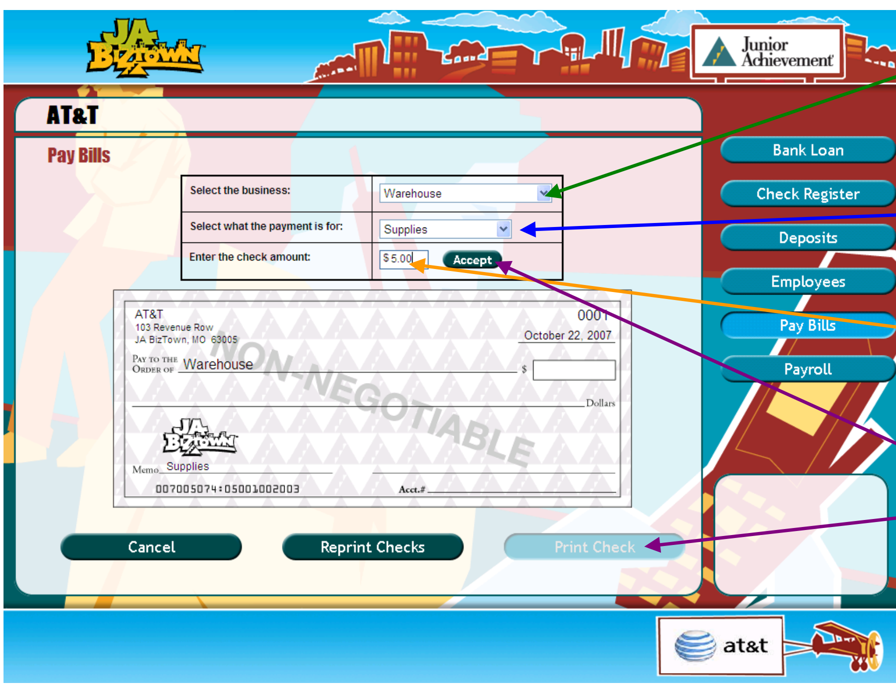
- In the box next to **Loan amount** on the computer, enter the amount of **Total Business Costs**, found in the box at the bottom of the **Business Costs Sheet**.
- Look at the amount you entered. If it is correct, click on the **Accept** button.
- If you entered a wrong number and clicked on **Accept**, 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.

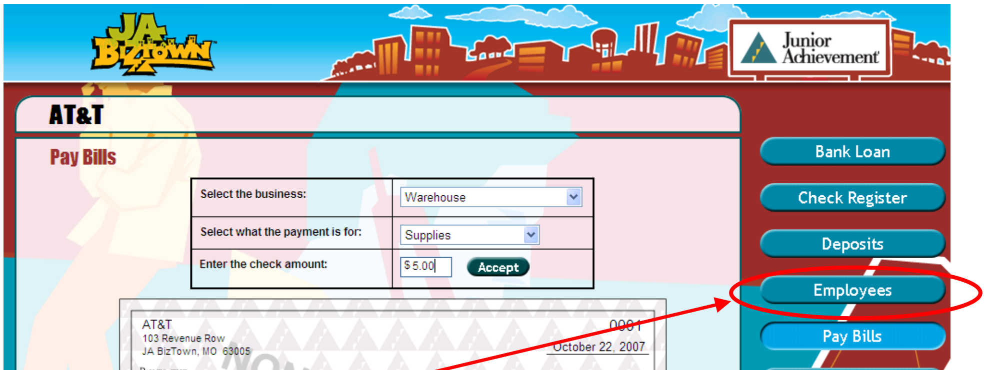
Remove & throw away the bottom part of the check

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

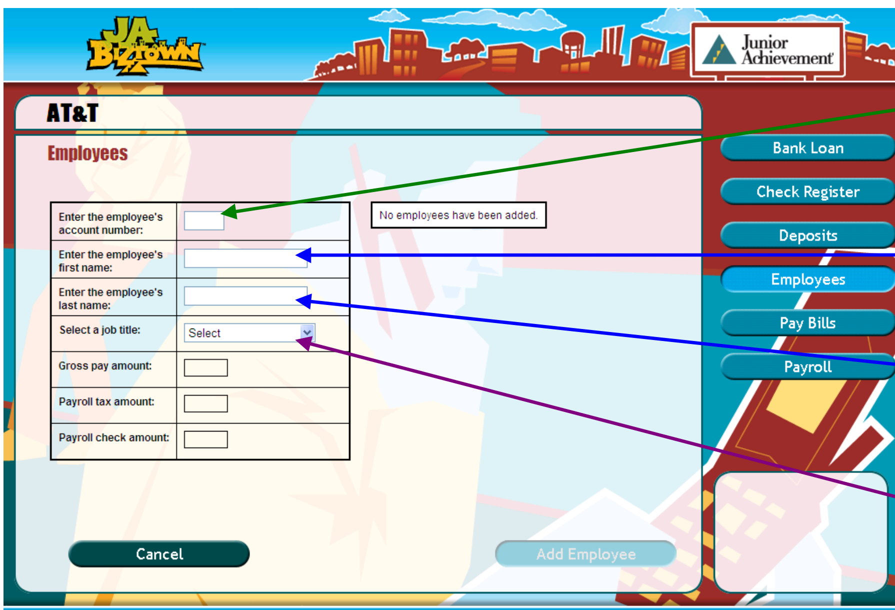
- Put a checkmark beside Distribution & Delivery Center on the purple **Accounts Payable Checklist**.

- 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.

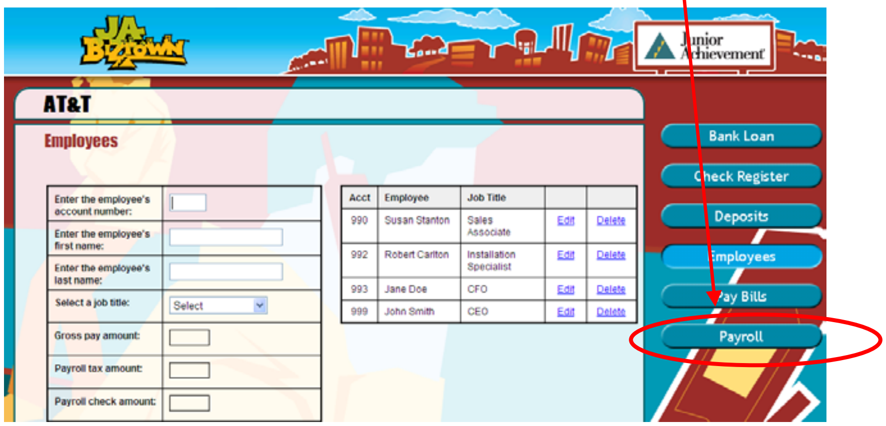
- The salary and tax amounts appear on the screen! Be sure that the salary on the computer matches the **Business Costs Sheet.**
- Click on **Add Employee**, then click on **OK** if all is correct, and the following box will appear on the screen.

Acct	Employee	Job Title		
999	John Smith	CEO	Edit	Delete

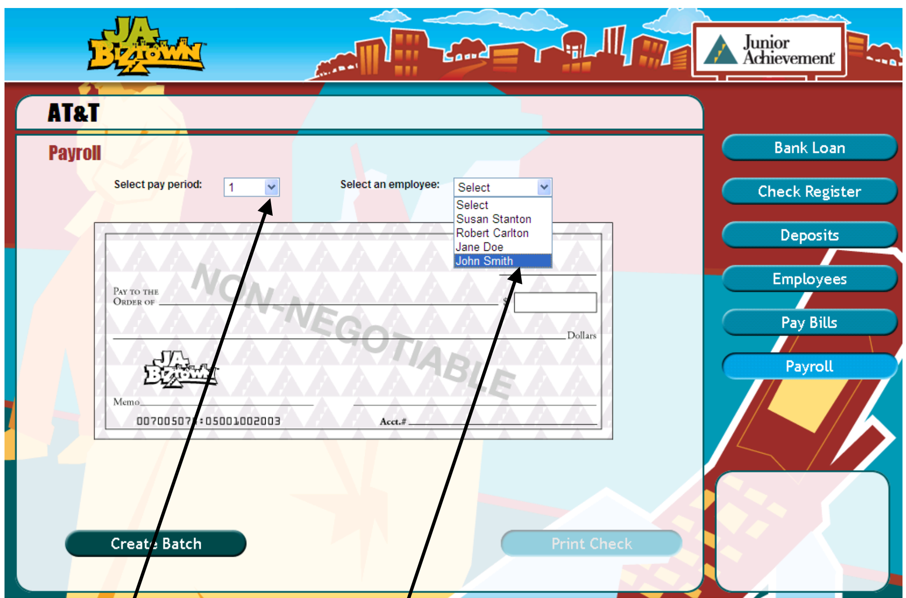
- If you made a mistake, click on **Cancel** and start over for that employee.
- Add all employees, and then turn to the next page for payroll directions.

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 mailbox 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 Insurance and 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.

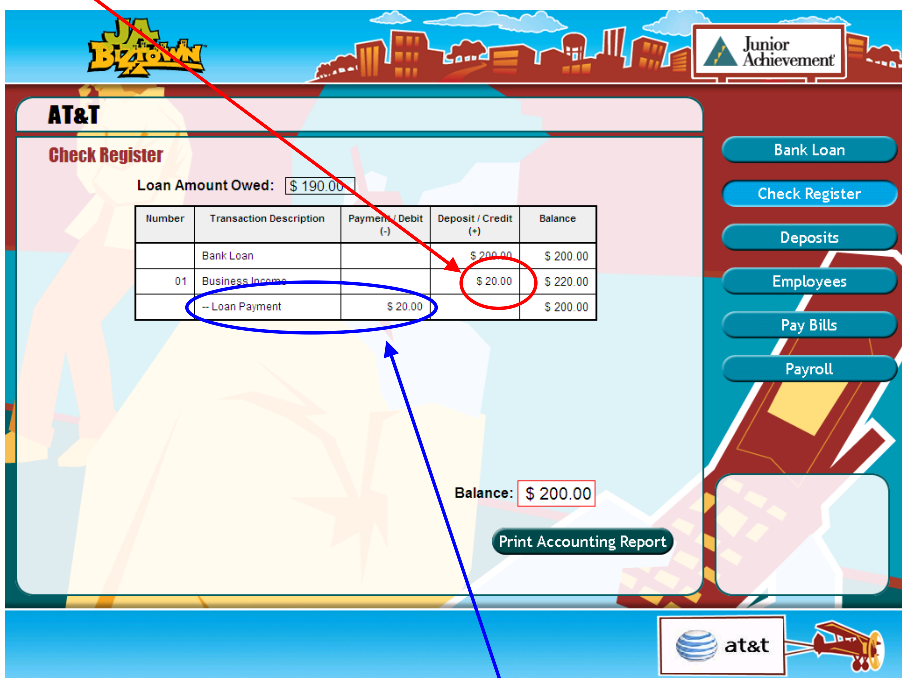
- The screen above will appear, showing **Deposit number 2**. You are ready for your second deposit of checks if you receive more. Follow the procedure above for making an additional deposit.

- 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™

Wellness Center Health Care Manager

You are responsible for determining items that will be sold at the Wellness center, distributing Insurance Cards to citizens, and for providing nutrition, and healthy lifestyle information as needed. As *JA BizTown* citizens visit the Wellness Center, you will sell health-related products. Assist each customer in a friendly and courteous manner.

1. Get the check for the Distribution & Delivery Center from the CFO. Take it to the Distribution & Delivery Center and purchase your businesses “scarce” items for the Wellness Center.

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

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. Attend the meeting with the Volunteer Facilitator and other employees of the Wellness Center as you learn how to fulfill your responsibilities.

5. Read the Ordering Business Supplies Directions in the Merchandise Catalogue.

6. Meet with the CEO and determine the items the Wellness Center would like to purchase from the Distribution & Delivery Center that will be sold to the citizens of JA BizTown.

7. Fill out an order form and have the CEO sign it.

8. Meet with the CEO to set prices:
   a. Work through the pricing activity with the help of your Volunteer Facilitator using the laminated pricing worksheet.
   b. Set up your sales display case. Display products attractively and be sure prices are clearly visible using the Price Tags provided.
   c. The Volunteer Facilitator or a *JA BizTown* staff member will help you learn the operation of the Sales computer. **Please wait until you receive instructions before using the computer.**
9. Tell the CEO if more materials need to be ordered from the Distribution & Delivery Center.
10. Assist customers as they come in to purchase items.
11. Stay with your customers until they purchase their item(s) or leave the store. Show them where they can locate items for sale and answer any questions.
12. Accept payment for merchandise from the 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 container for the CFO.

(continued)

13. The CEO will substitute for you when you are on break.
14. Be courteous to all customers and maintain merchandise to assure attractive displays for customers.
15. Assist in the clean-up of your business at the end of the day.

JA BizTown™

Wellness Center Biologist

You are responsible for completing the Biologist Research Data Information Sheet by using the pre-made slides available for the microscope. Be extremely careful when handling the slides. These are very fragile and must be treated as such. When lunch breaks begin, you will also help the Health Care Manager with the sales for the Wellness Center. Assist each customer in a friendly and courteous manner.

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 the meeting with the Volunteer Facilitator and other employees of the Wellness Center as you learn how to fulfill your responsibilities.

3. Read the Biologist Manual and become familiar with the pre-made slides that you will be using with the microscope and computer.

4. Review the information on the different parts of the microscope on the in the Biologist Manual or the laminated sheet.

5. Review the pre-made slides that are available for you to view. Be very careful when handling the pre-made slides. These are made of glass and MUST be handled with care.

6. Begin by choosing a slide, from the white box, that you would like to view.

   a. Carefully place the premade slide under the clips of the microscope.
   b. Adjust the Objective Lens to 4X (this is the magnifying power) with the red ring around the bottom of the lens.
   c. Use the Course and Fine Adjustment knob to adjust until the image is clear on the computer screen.
   d. Adjust the Lens to the 10X (yellow ring). Follow step C to adjust image.
   e. Do the same as above for the final 40X (blue ring) power.

7. Choose another slide to view and compare to the first slide. Follow the same above steps for the second slide.

8. You may choose to view up to 8 slides. However, after the Opening Town meeting, when the lunch breaks begin, you will assist the Sales Manager with the merchandise sales in the Wellness Center**.**

9. Make sure you know what is being sold, prices of the items and how to use the POS computer. The sales manager will be happy to show you.

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

11. Assist in the clean-up of your business at the end of the day.

JA BizTown™

Wellness Center Physiologist

You are responsible for determining, understanding, and educating clients about how one's heart rate is reflective in keeping your body healthy and determining how long a person must exercise to burn common food items that people eat every day by performing a calorie burning experiment. As *JA BizTown* citizens visit the Wellness Center, you will complete a health rate lab sheet with them, as well as help sell health-related products that encourage promote a healthy lifestyle. Assist each customer in a friendly and courteous manner.

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 the meeting with the Volunteer Facilitator and other employees of the Wellness Center as you learn how to operate the health care equipment and fulfill your responsibilities.

3. Read the directions on how to take your clients heart rate review the Heart Rate lab sheet.

4. Prepare the items (in the basket) that the customers will have the opportunity to select for their exercise experiment.

5. Help the sales manager if they need help putting items in the case and preparing the items to sell.

6. After the Opening town meeting, customers will have the opportunity to perform the exercise experiment. They will jump rope or run in place for 1 minute to determine if they can reach their target heart rate zone.

7. The customer will choose a food item from the basket and you will perform the calorie burning experiment by determining based on the customer's weight and the number of calories a minute burned jumping roping, how many minutes they will have to exercise to burn the food item they choose for their experiment. (Refer to the stand up card "calories burned per minute for "heart work" physical activities").

8. As customers come into the Wellness Center, ask them if they would like to be a part of an exercise experiment. Do the following:

   a. Complete a Heart Rate Lab sheet with them. Record their resting heart (pulse) rate using the pulse Oximeter and the customer's current weight.

   b. Have the customer jump rope or run in place lifting knees nice and high for 1 minute.

   c. Conduct the heart (pulse) rate Oximeter again indicating <u>after</u> the 1 minute what their pulse is. Determine if they are within their target heart rate zone.

(continued)

d. Ask the customer to pick a serving of food from the basket that they would like to use for their calorie burning experiment.

e. Have customer continue on their break. Let them know you will bring the completed Lab Form and food item (for participating) to them once you have completed the calculations.

f. Determine the number of minutes the customer will have to exercise to burn the food item by dividing the calories per serving by the number of minutes jump roping or running in place according to the stand up card.

g. Bring the form back to the customer and give them the food item. Let them know how long they will have to jump rope to burn the item off. Make sure they know NOT to eat the item until either they get home or in the restaurant. Encourage them to buy a jump rope if they haven't bought one already!

9. If your time permits, 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 items for sale and answer any questions.
11. Accept payment for merchandise from the 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 (NO CASH is accepted) in the basket/container for the CFO.
12. Be courteous to all customers and maintain merchandise to assure attractive displays for customers.
13. Assist in the clean-up of your business at the end of the day.

Physiologist
Heart Rate (Pulse) Lab Sheet

To find your resting heart rate / pulse, count your pulse beats after sitting or resting quietly for a few minutes.

What is your resting heart rate/pulse?___________________________

Weigh yourself on the scale. What is your weight?_____________

To get your heart rate / pulse faster, you should run in place or jump rope for 1 minute.

What is your heart rate/pulse after running? _____________________

Use the chart below to determine by age your "Fat Burning Zone" or Target Heart Rate for physical exercise. Target Heart Rate is the desired heart rate range during exercise for burning the most fat calories and giving your heart a good workout.

Age	Target Heart Rate
9	127-148 beats per minute
10	126-147 beats per minute
11	125-146 beats per minute
12	125-146 beats per minute
13	124-145 beats per minute
14	124-144 beats per minute
15	123-144 beats per minute
16	122-143 beats per minute

What is your Target Heart Rate or Fat Burning Zone __________

Find the physical activity (running in place or jump roping) that you performed on the *Heart Work Physical Activities*chart.

Write the number of calories burned per minute according to weight.
____

Look on the Nutritional Label on the back of the snack. What is the "servings per container"? Determine the number of minutes of exercise you will have to do to burn off the food item calories. Use the "calories burned per minute" number that you wrote above, and divide that into number of calories per serving. For example,

Calories per serving ÷ Calories per Minute = Total minutes of exercise needed

What are the total minutes of exercise needed to burn off the calories of the snack? _______________________________