



## JA BizTown Visit Information

### On-Site Visit Overview

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Dear Teachers:

The staff of Junior Achievement wishes to thank you for recognizing the value that the *JA BizTown* curriculum offers your students. We appreciate that you are working so diligently to prepare them to put into action what they have learned during the in-class curriculum. Please know how much we value all of your effort, time, and assistance!

Below you will find an overview of the *JA BizTown* daily operation that we hope will give you a clear picture of daily procedures, and of what is expected of you and your students. The **Teacher's On-Site Visit Preparation Checklist** will also be of great assistance to you.

#### **Student Arrival:**

Please plan to arrive close to the exact time scheduled with the JA office. In order for your students to participate in the entire day's activities, it is necessary that we not alter the pre-arranged schedule. If this should cause any problems for your school, please contact the *JA BizTown* staff at least a week prior to your on-site simulation visit day.

#### **Opening Orientation:**

Please inform your students of the importance of listening very carefully during the brief 15 minute welcoming orientation. During this opening meeting, they will learn about safety procedures as well as the location of restrooms, emergency exits, behavior expectations, and simulation procedures.

#### **Business Start-Up:**

It is extremely important that all business CEOs have the completed BizPrep materials with them when students report to work for this 45-minute business start-up. The volunteer facilitator will call a brief uninterrupted opening meeting, after which the students will begin reading their job descriptions and performing their assigned tasks. All employees will remain in the business, unless their jobs require them to visit other businesses. Prepare the students by helping them to realize that the importance of this opening time period. It is necessary for the success of their business day.

#### **Opening Town Meeting:**

The Mayor will be sworn-in and give a brief speech. The Mayor will then call upon the CEO of any business that sells products to consumers to give a brief description of what will be sold in their business. All speeches are simple, fill-in-the-blank format, and will be completed on-site during Business Start-Up.

#### **First Employee Work/Break Rotation**

Three 30-minute break rotations take place in each business. Each student, on their identified break rotation, goes to KeyBank with their first deposit ticket (completed at school), and their endorsed paycheck, also during this time, students open their savings account. (A check to the Bank for \$1.50 will be written at school.) The KeyBank Savings Officer accepts this check as each student leaves the bank. Students may begin to make purchases and spend their money rather than saving it to spend later. Students eat lunch during their first break. Periodically, during this time, please look over and help various students with their checkbook registers.



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#### Uninterrupted Staff Meeting

This 10-minute meeting, led by the volunteer facilitator, allows students to discuss how the business day has begun and prepare for their next break.

#### Second Employee Work/Break Rotation

Three 20-minute break rotations take place in each business. 2<sup>nd</sup> Paychecks will be direct deposit. Students only need to visit the bank if they want to take cash out – maximum \$2.00. They will need to bring a completed deposit ticket to withdraw the cash from their account.

As this break rotation proceeds, please check with a *JA BizTown* staff person who can help you determine which students are not spending their money. This allows all of us to check with these students and be of assistance, if there is confusion on their part. Remember, this is the last opportunity for students to purchase something with their earned income, and the last opportunity for the businesses to attempt to pay off their bank loan, and make a profit.

#### Business Clean Up

During this brief time period, the volunteer facilitator will oversee the students' reorganization of the business. All working areas should be trash free, chairs placed in the proper location, and all student paperwork placed into the business envelope to be returned to school. Please see that all student checkbooks are also put into the business envelope to be returned to school. Any remaining product inventory should be reorganized and left in the business. All student directions/notebooks and business uniforms should be returned to the proper location.

#### Final Staff Meeting

During this 10 minute business wrap-up meeting, which is held in the business and facilitated by the volunteer facilitator, students can discuss their business closing, how much profit was made (if any), the difficult tasks that occurred during the day, and identify the areas in which they were or were not successful. This is also a time to be certain that any student who is making a presentation at the Closing Town Meeting is prepared and ready to give his/her speech.

#### Closing Town Meeting

The Closing Town Meeting, led by the Mayor, will provide the opportunity for employees such as the Savings Officer, Attorney, Nonprofit Director, and others to give closing speeches before the day concludes. All speeches are simple, fill-in-the-blank format.

#### Dismissal

Please remind your students, when they go to the bus, to take all personal belongings, including their *JA BizTown* shopping bag and any purchases they have made. We would also appreciate your assistance in helping us to be certain that students are not, by chance, taking any *JA BizTown* business materials or supplies.