



## BZTV Volunteer's Role

Thank you for volunteering to assist the students at *JA BizTown*. The job you have here 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. As students ask for help during the day, remind them to check their Student Manual for their next steps.

### IMPORTANT POINTS TO REMEMBER

- Provide guidance and assistance to students.
- Use the Staff Meeting Script in this Manual, read word for word to the students.
- Make sure students pay attention to announcements and break schedules.
- Assist students as needed, but remember, it is up to them to get everything done. Please do not tell them what to do nor do it for them.
- It is OK if students do not do everything right. They will learn from those mistakes.
- It is OK if the business does not pay off their loan. It is only one of the goals for the day.
- Take your breaks as needed. Please, do not eat or drink inside of your business.
- Please wear your nametag.
- This is a smoke-free facility. Please do not smoke on the property.

### Helpful Hints

1. BZTV will borrow money from Unitus Community Credit Union. The CEO will take the **Loan Application** and **Promissory Note** (located in their BizPrep Packet) to Unitus Community Credit Union after the National Anthem, and the Ad Executive will pick up supplies from UPS.
2. The CEO should sign all checks. If they are not available, the CFO may sign in their absence. The CFO should only print checks as they receive invoices from other businesses.
3. *As a reminder, Students wearing red lanyards should not be recorded as they have not been given permission to be on camera.*
4. 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.  
**Don't try to fix it yourself!**
5. The Camera Operator and Host should read their equipment instructions carefully. Remind them how to hold the microphones and instruct them to inform all of the citizens who will come in for an interview or to record an advertisement. Continue to monitor and assist students as needed throughout the day with any problems related to the use of the equipment.
6. Work with the On-Air Reporter as they practice their interviewing skills, and also as they write stories to be read over the air.
7. Assist the Camera Operator, if necessary, to film their first interview/advertisement.
8. At the end of the day, be certain that all Student and Volunteer Manuals remain in the business.



## BZTV

# Staff Meeting & Volunteer Facilitator Directions

### START-UP TIME

(45 minutes)

- Start with 20 minutes of uninterrupted time for Staff Meeting #1. No Student should leave the business during this time unless they need to use the restroom. This meeting allows time for the discussion listed below and for students to read their own Simulation Manuals.
- At the end of these 20 minutes, the National Anthem will be played. At this time, only students whose jobs take them out into *JA BizTown* may begin to perform their tasks. All other employees will remain in their business to continue with Start-Up tasks.
- At the end of the 45 minute start-up period, a *JA BizTown* staff member will call all employees out of their business for the Opening Town Meeting.

### Staff Meeting #1

1. **Gather your team members into a small group. This is a time when you take charge of the group. Introduce yourself, greet the students, and review employee responsibilities. The CFO should already be at their desk working. As you identify which students are doing the different jobs, be sure to pass out the employee lanyards to each employee. Their job title will be listed on the badge.**

ASK: *Who is the CEO?*

SAY: *You are responsible for the smooth operation of the BZTV. You will make business operational decisions and supervise employees. You will also deliver a speech at the Opening Town Hall meeting to tell citizens about BZTV, and write an editorial to be read on the air. Be certain all employees are familiar with their responsibilities and are courteous to customers.*

ASK: *Who are the Ad Executives?*

SAY: *You are responsible for picking up supplies from UPS. You will also deliver advertising invoices and collect ads from each business. You will review and schedule ads to be read over the air and assist the On-Air Host to secure people to be interviewed. Be certain to provide customers with excellent and courteous service.*

ASK: *Who is the On-Air Host?*

SAY: *You will do on-camera interviews with guests. You will also read news items, ads, announcements, etc. over the air. Make sure to create thorough and interesting interviews by asking both open and specific questions of your guests.*

ASK: *Who is the Meteorologist?*

SAY: *You will make weather observations, collect weather data, and record 2 weather segments. You will use the current computer data and facts to predict future weather.*



Make sure you use the Meteorologist Manual and the weather station for your information. You will also step in as on-air host, when the on-air host is on break.

ASK: Who is the Camera Operator?

SAY: It is your responsibility to film the citizen interviews. You will work in close partnership with the On-Air Host.

SAY: Each of you need to read your Simulation Manual frequently to make sure you are handling all of your responsibilities correctly. After the Opening Town Meeting, our breaks will start. Let's make sure our paperwork will be ready for making personal deposits at Unitus Community Credit Union. Please find your first deposit ticket in your checkbook. Is it completed? Let's check to make sure that you have entered the correct amount on your deposit ticket. (Refer to the Gross/Net Pay Chart following.)

Job Title	Gross Pay	Net Pay
CEO	\$9.00	\$8.82
CFO	\$8.50	\$8.33
Ad Executive, On-Air Host, Meteorologist Camera Operator	\$8.00	\$7.84

ASK: Have you decided how much cash you will be requesting at the bank? (Be sure each student has completely filled out a deposit ticket and has not asked for more than \$2.00 in cash. Remember, cash can only be used for purchases at the Café or for personal philanthropy donations at the Humane Society.)

SAY: Has your first deposit been entered into your checkbook register? (Students have been taught to use a double entry system for recording entries in the checkbook register. Be sure students enter the net deposit, which is the bottom number on the deposit ticket, in the deposit column as well as in the balance column of their checkbook register. Have them add to get a new balance.)

SAY: Next, we need to be sure you are ready to open your savings account when you go to Unitus Community Credit Union. Have you written your \$1.50 check to Unitus Community Credit Union for opening your savings account and recorded your check in the payment/debit column and in the balance column? After you have completed that, subtract and put the answer on the gray line.

SAY: When it's time for your break, you will get your paycheck from the CFO and endorse it. Then you'll need to take your paycheck, your completed deposit ticket, your \$1.50 check written to Unitus Community Credit Unions, and your completed checkbook register to Unitus Community Credit Union.

SAY: Now, before each of you begin reading your Simulation Manual, let's quickly talk about our business goals for the day. What do you think some of our goals should be?



(Students should discuss teamwork, customer service, cooperation, repayment of Unitus Community Credit Union loan, and making a profit.)

*SAY: Now you need to go to your work area, read your Simulation Manual, become familiar with your job responsibilities, and begin to work. Remember, you may not leave our business. Once the National Anthem plays, the employees who need to work outside of the business can leave.*

### **Opening Town Meeting**

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

### **Break Rotation #1**

Students are divided into three groups and will rotate to take breaks. Refer to your break schedule on the bulletin board and employee lanyards to see which rotation students are on. While one group is at break, the other two groups should be working. Remind students to check with their boss before leaving for break or work-related duties. Also, remind students starting their break to eat lunch and go to Unitus Community Credit Union to deposit their paychecks.

### **Staff Meeting # 2**

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

Have the students bring their checkbooks and pencils to meet with you in a group. This is again a time when you must take charge of the group. Please use the entire 10 minutes to discuss the scripted points below to assure that you complete all necessary tasks. **No telephones should be used during these 10 minutes.**

#### **1. Prepare for second and final break:**

*SAY: Did anyone make any purchases on the last break? Did you record the checks you wrote in your checkbook register?*

(Compare registers with purchased items to be certain that employees are recording each purchase. If not, bring the registers up-to-date.)

*SAY: Remember your 2<sup>nd</sup> paycheck is being directly deposited into your checking account. If you are not here already, please turn to your register in your checkbook and enter your 2<sup>nd</sup> paycheck amount. (Either \$8.82, \$8.33 or \$7.84). Add this amount to your balance.*

*SAY: Does anyone want more cash for your 2<sup>nd</sup> break? If you do, you will need to write a check out to **cash**. Turn to the next check in your checkbook and fill it out. Remember you cannot take out more than \$2.00 in cash.*

*SAY: Once you have completed the check for cash, you will need to subtract that dollar amount from your balance. You should now have your new balance.*

*SAY: This next break is your last chance to go shopping, so use your time carefully. Spend your money wisely, but spend it before leaving JA BizTown; you cannot take it with you.*



(Be sure students know their break color and how much money they need to spend during this final break.)

## 2. Discuss the first production period by asking the following questions:

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

ASK: *Are we collecting ads and receiving payments from every business?*

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

ASK: *Are businesses coming to BZTV to have their ads recorded?*

ASK: *Have we done the first weather report and do we have the second one ready to go?*

### Break Rotation #2

Remind students to check in with their boss before leaving for break or work-related duties. Also, remind students starting their break that they must first go to Unitus Community Credit Union to get cash back if they want cash to spend.

### Closing Staff Meeting and Clean Up

(10 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. Please use this entire period to clean up and hold the Closing Staff Meeting in the manner most suitable for your business. All business production is over, and it is time to reflect on the day and discuss whether a business was successful.

#### 1. Reflection

ASK: *How many of you remember what our business goal was today at JA BizTown?*

(Review with students that paying off the business bank loan was the business measure of success for the day.)

ASK: *Did we meet that business goal?*

(Ask the CFO to give a brief report about loan repayment if necessary. If the Unitus Community Credit Union loan was repaid, discuss how that repayment spelled success and review the term "profit." If the Unitus Community Credit Union loan was not repaid, discuss why and what could have been done differently to ensure business success.)

ASK: *What are some things that you learned today about how a business becomes successful?*

(Briefly review and discuss how the success of a business relies on teamwork, individual job responsibility, proper pricing, advertising, etc.)

ASK: *How many of you feel that you were personally successful today? Why or why not?*

(Discuss the importance of being an effective business team member, and help them to recall and review the importance of circular flow.)



*SAY: Name some of the challenges/benefits of keeping a personal checkbook register.*

*ASK: Why is it important that we each lend a hand to clean up our JA BizTown business before we attend the Closing Town Meeting?*

(Discuss what needs to be done to effectively clean up the business and oversee clean-up completion by the students.)

## **2. Clean-Up**

- Put all supplies and materials, including the Simulation Manuals and Volunteer Manuals, back in the original location. If you have extra inventory, place it back in the UPS supply box for *JA BizTown* staff to pick up later.
- Pick up everything on the floor.
- **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 back into the manila envelope the students brought from school and give it to the CEO to take back to school.

## **3. Money Collection**

- Collect all *JA BizTown* coins, dollar bills, employee lanyards, bank bags and any other *JA BizTown* reusable materials from students and adults. Leave them in your business.

*SAY: When you feel our business is cleaned to our best, please gather your personal materials and stand by the doorway until we are called by the JA BizTown staff to attend the Closing Town Meeting.*

(Be certain that students leave no personal items behind. Replace all uniforms or materials belonging to *JA BizTown*.)

## **Closing Town Meeting**

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

## **Dismissal**

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



## BZTV Volunteer Checklist

### Before National Anthem

- ✧ Hold 1<sup>st</sup> Staff Meeting
- ✧ All students need to read their simulation manuals
- ✧ CFO enters loan amount and all employees in the computer, completes all payroll checks, submits order to UPS
- ✧ CEO signs all paychecks and distributes them to all team members

### After National Anthem - before Opening Town Hall Meeting

- ✧ CEO
  - Take loan papers to Unitus Community Credit Union
  - Practice or assign Opening Town Hall speech
- ✧ CFO
  - Send out paper bills to all businesses
  - Pay bills as they are received
- ✧ On-Air Host
  - Record Opening and begin on-air interviews
- ✧ On-Air Meteorologist
  - Record 1<sup>st</sup> Weather segment
- ✧ Ad Executive
  - Pick up order from UPS
  - Using checklist, drop off bills to each business
  - Begin to setup advertisement recording appointments for each business
- ✧ Camera Operator
  - Operate cameras for recordings

### During 1<sup>st</sup> break rotation

- ✧ CEO
  - Prepare editorial
  - Pick up health vouchers from Community Wellness Center
- ✧ CFO
  - Pays bills as they are received
  - Repay loan as e-payments are received and purchases are made
- ✧ On-Air Host
  - Continue interviews and introduce companies for advertisements
- ✧ On- Air Meteorologist
  - Work on 2<sup>nd</sup> weather report and forecast
  - Fill in for On-Air Host when on break
- ✧ Ad Executive
  - Continue to setup advertisement appointment times
  - Remind businesses when it is their turn to record their advertisements
- ✧ Camera Operator
  - Operate cameras for recordings

### During 2<sup>nd</sup> Staff Meeting

- ✧ CFO activates direct deposit for second payroll check
- ✧ Help students complete second payroll deposit and write check for Cash (if needed)

### During 2<sup>nd</sup> break rotation

- ✧ CEO
  - Fill in where is needed
  - Make sure CFO is paying back loan
- ✧ CFO
  - Pays bills as they are received
  - Repay loan as e-payments are received and purchases are made
- ✧ On-Air Host
  - Continue interviews and introduce companies for advertisements



- ⌘ On- Air Meteorologist - Record 2<sup>nd</sup> weather report and forecast for tomorrow
  - Fill in for On-Air Host when on break
- ⌘ Ad Executive
  - Collect payments from other businesses, and deliver checks to the CFO
  - Make sure all businesses recorded their advertisements
- ⌘ Camera Operator
  - Operate cameras for recordings

**After 2<sup>nd</sup> set of breaks – before Closing Town Hall Meeting**

- ⌘ Hold 3<sup>rd</sup> & final staff meeting
- ⌘ CFO should make final loan repayment (if needed)
- ⌘ Collect any unused cash or coins and employee lanyards from students
- ⌘ Return all simulation manuals to black holder
- ⌘ Collect personal belongings, and attend Closing Town Hall Meeting when announced