



## City Hall 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. City Hall will borrow money from Unitus Community Credit Union. After the National Anthem, the Mayor will take the **Loan Application** and **Promissory Note** (located in their BizPrep Packet) to Unitus Community Credit Union and the IRS Agent will go to UPS to pick up supplies.
2. The Mayor should sign all checks. If they are not available, the Town Treasurer may sign in their absence. The Town Treasurer should only pay bills as they receive bills from other businesses.
3. The Mayor, the IRS agent, and the Attorney will have a tablet to use with their job. Please help them get started with them if needed.
4. Be sure the Mayor sets up the voting from their tablet. Once it is set, the voting tablets will be ready for use. You will encourage the Mayor to get as many citizens as possible into City Hall to vote. If the Mayor is busy, the responsibility will be yours. Become familiar with the voting process.
5. The Mayor will be doing a quality business survey and lead the selection of two Citizens of the Day. Awards will be presented at the Closing Town Hall Meeting.
6. The Attorney will be solving 1 or 2 legal cases and will be required to collect clues from various businesses. Assist him/her, if necessary, with understanding these clues and solving the cases. He/she will give a speech at the Closing Town Meeting reporting the results of the cases. There is a lot of reading with the cases – please keep an eye on how that's going with the Attorney and help as you can—this is meant to be enjoyable!
7. The IRS Agent should be out most of the day collecting e-signatures from all citizens in JA BizTown for their tax form. They are also in charge of billing.
8. The Fire Marshall will be out in town most of the day conducting a Fire Safety City Survey which includes counting fire extinguishers, emergency lights, and emergency exits. They will also be visiting each business looking for code violations which are described in their manuals.
9. At the end of the day, be certain that all Student and Volunteer Manuals and the tablets remain in the business.



## City Hall Staff Meetings & 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 badges to each employee. Their job title will be listed on the badge. They should wear the badge the entire day.**

ASK: *Who is the Mayor?*

SAY: *You are responsible for the smooth operation of City Hall. You will take a population count, be in charge of voting, do a Quality Business Survey, and prepare the speeches you will give at the Town Meetings.*

ASK: *Who is the IRS Agent?*

SAY: *You are responsible for completing JA BizTown employee tax forms and sending ebills for taxes and attorney fees. Read and follow your job description carefully, as you have much to do today.*

ASK: *Who is the Attorney?*

SAY: *You are responsible for approving Rental Agreements for your business clients. You will also review various legal documents and investigate criminal cases. As attorney, you must approve (or not approve) public works projects. You will be delivering a speech at the Closing Town Meeting.*

ASK: *Who is the Fire Marshall?*

SAY: *You are responsible for conducting a Fire Safety City Survey and preparing a fire escape route. You will also be completing a Fire Safety Inspection of each business. You will be delivering a speech at the Closing Town Meeting.*



**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.)*

<b>Job Title</b>	<b>Gross Pay</b>	<b>Net Pay</b>
Mayor	\$9.00	\$8.82
Town Treasurer	\$8.50	\$8.33
IRS Agent, Attorney, Fire Marshall	\$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, the Business Journal, 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 Union, 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. JA Staff will adjust students as needed so that all businesses can see.

### 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 badges 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 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 remembering to encourage JA BizTown citizens to vote?*

ASK: *Are tax payments being calculated and received?*



- ASK: *Is the Mayor completing the Quality Business Survey and polling citizens as to who will be the Citizen of the Day?*
- ASK: *Is the Attorney signing legal documents and collecting clues for the legal cases?*
- ASK: *Are we following **SAIF Standing Neutral Posture** guidelines while we are at our desks?*

### **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 the 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 and safely 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 badges, 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!!!**





## City Hall Volunteer Checklist

### Before National Anthem

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

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

- ✧ Mayor
  - Take loan papers to Unitus Community Credit Union
  - Practice Opening Town Hall Meeting Speech
  - Begin population count
- ✧ Town Treasurer
  - Pays bills as they are received
- ✧ IRS Agent
  - Pick up supplies from UPS
  - Send e-bills to all businesses taxes and attorney fees
- ✧ Town Attorney
  - Read Attorney Notebook
  - Begin to solve “*Case of the Missing Bubble Gum Machine*” on tablet
  - Approve Construction Company plans for park bench
- ✧ Fire Marshall
  - Practice Opening Town Hall Meeting Speech
  - Begin conducting the Fire Safety Survey

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

- ✧ Mayor
  - Pick up health vouchers from Community Wellness Center
  - Complete population count
  - Encourage citizens to vote
  - Review Business and Citizen Award criteria
- ✧ Town Treasurer
  - Pay bills as they are received
  - Repay loan as e-payments are received
- ✧ IRS Agent
  - Begin visiting businesses for e-signatures for tax forms
  - Sign 501(c)(3) form for Oregon Humane Society
- ✧ Town Attorney
  - Continue working on case
  - Pick up Promissory Notes from Unitus Community Credit Union CEO and return to Unitus Community Credit Union CEO
  - Sign *JA BizTown* Rental Agreements
- ✧ Fire Marshall
  - Continue Fire Safety City Survey and prepare Fire Escape Route
  - Conduct and complete Fire Safety Inspection of each business
  - Give each business CEO a completed Fire Marshall Inspection form

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

- ✧ Town Treasurer 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**

- ✧ Mayor
  - Complete Quality Business and Citizen of the Day
  - Make sure Town Treasurer is paying off loan
  - Remind citizens to vote
  - Prepare and practice for Closing Town Meeting Speech
- ✧ Town Treasurer
  - Pays bills as they are received
  - Repay loan as e-payments are received
- ✧ IRS Agent
  - Continue to visit businesses to get all e-signatures for tax forms
  - Verify with Town Treasurer that payments have been received
- ✧ Town Attorney
  - Continue case and begin second case – *Case of the Missing Recipe*
  - Review and sign documents on tablet
  - Issue fines turned from Fire Marshall's list
  - Prepare for Closing Town Speech
- ✧ Fire Marshall
  - Revisit any businesses with Fire Code violations
  - Give Treasurer check list of any businesses that need to be fined

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

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