



## Pacific Office Automation 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, which can be 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. Pacific Office Automation will borrow money from Unitus Community Credit Union. After the National Anthem, the CEO will take the **Loan Application** and **Promissory Note** (located in the BizPrep Packet) to Unitus Community Credit Union, and the Sales Manager pick up the UPS supplies.
2. The CEO should sign all checks. If they are not available, the CFO may sign in their absence. The CFO should only pay bills as they receive bills from other businesses.
3. Instruct employees to follow all equipment directions carefully and ask for assistance from the *JA BizTown* staff if anything is unclear or not working. **Don't try to fix it yourself!**
4. The CEO will make copies for JA BizTown's many businesses. They may need your help working the printer. All directions for this are in the CEO's manual.
5. The Service Technician(s) will be completing a work order, recycling from other businesses, checking printers for paper, and also conducting a recycling survey.
6. In addition to recycling, Pacific Office Automation will design bags for the retails. Included in their UPS order will be a label original and bags. The CEO will complete a resupply project for UPS. The Sales Manager will make copies of the label and then cut and glue them onto the bags. They will deliver the bags to the retails (Walmart, The Mercantile, Northwest Sports and International Sign Company) when they finish them.



# Pacific Office Automation 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 to the front 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 lanyard. Their break color is also on the lanyard. They should wear the lanyard all day.**

ASK: *Who is the CEO?*

SAY: *You will make business operational decisions and supervise team members and you will give a speech at the Closing Town Hall meeting in order to tell citizens recycling information your team gathered. Additionally, you will be responsible for completing a document resupply project for UPS. You will also assist other team members when necessary.*

ASK: *Who is the Service Technician?*

SAY: *You are responsible to help meet the technical support needs of the JA BizTown businesses. You will also be in charge of collecting paper waste and will conduct a survey about Recycling. Additionally, you will be responsible for checking printers in JA BizTown.*

ASK: *Who is the Sales Manager?*

SAY: *You are responsible picking up the supplies from UPS and must carefully review the work order and production directions. You will design and produce bookmarks and paper bag décor according to the work order instructions. Stay on task to complete your job in a timely manner.*



**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>
CEO	\$9.00	\$8.82
CFO	\$8.50	\$8.33
Service Technician, Sales Manager	\$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 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.)*

SAY: *Remember customers are only coming to the bank on this break to withdrawal cash. Be sure to reread your manuals and ask questions if you need help.*



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

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

ASK: *Have we completed the Work Orders?*

ASK: *Are we doing a good job of informing our customers about recycling choices?*

ASK: *Are we collecting all of the payments due to us?*

ASK: *Are we completing the bag production?*

### 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 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!!!**



## Pacific Office Automation 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
  - Takes loan papers to KeyBank
  - Discusses work orders with team
- ✧ CFO
  - Prints bills for each business and give to Sales Manager
  - Pays bills as they are received
- ✧ Sales Manager
  - Begins to pass out bills to each business
- ✧ Service Technician
  - Starts work order for "broken" technology
  - Picks up UPS supplies

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

- ✧ CEO
  - Picks up health vouchers from Community Wellness Center
  - Attends Rotary meeting
  - Completes UPS document resupply print project.
- ✧ CFO
  - Pays bills as they are received
  - Repays loan as e-payments are received
- ✧ Sales Manager
  - Continues to pass out bills until all are out
  - Begins work order
- ✧ Service Technician
  - Begins collecting recycling
  - Begins printer paper resupply project

### 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
  - Makes sure CFO is paying back loan
  - Practices or assigns Closing Town Meeting Speech
- ✧ CFO
  - Pays bills as they are received
  - Repays loan as e-payments are received
- ✧ Sales Manager
  - Continues work order and passes out bags
  - Picks up payments and gives to CFO until all are picked up
- ✧ Service Technician
  - Conducts Recycling Survey and posts results on bulletin board

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

- ✧ Hold 3<sup>rd</sup> staff meeting
- ✧ CFO should make final business deposit
- ✧ Collect any unused cash or coins and break badges from students
- ✧ Return all simulation guides to black holder
- ✧ Collect personal belongings, and attend Closing Town Hall Meeting when announced