



Role of the Volunteer

IMPORTANT POINTS TO REMEMBER

- Provide guidance and assistance to students.
- Conduct scheduled staff meetings.
- Please use and follow the directions as given in the Volunteer Manual.
- All directions in the Volunteer Manual, written in script, can be read word for word to students.
- Be certain break and lunch schedules are followed.
- Remind students to eat quickly during their second break, as this is their final shopping time also.
- Only *JA BizTown* staff members will allow entry at closed doors (Food Court & stairwell)

LOCATION OF IMPORTANT INFORMATION

- Student job responsibilities are found in the Simulation Folders. Try to read each Simulation Folder before students arrive to have an understanding of what each will be doing.
- Unanswerable questions or concerns should be referred to a *JA BizTown* staff member.

PERSONAL INFORMATION

- Wear comfortable shoes.
- Bring your lunch. Your lunch may be taken during the students' second break period also. We do ask that you allow students to be seated at the Food Court tables first and you eat as tables become available. Student lunch time is limited.
- Wear your nametag.
- At the end of the day, return the Volunteer Manuals and Student Simulation Folders to where you found them at the beginning of the day.

STUDENT EXPECTATIONS

- Students must remain inside the *JA BizTown* area for the entire day.
- Food and drinks must remain in the eating area.
- No gum or candy is allowed in *JA BizTown*.

Sample Daily Schedule

15 Minutes	Student Welcome/Orientation
45 Minutes	Business Start-Up <ul style="list-style-type: none">• Staff meeting• Playing of National Anthem• Business supplies purchased from Supply Center• Students read/review job responsibilities• Business loans processed at Bank• Price-setting• Production of products and services begins
15 Minutes	Opening Town Meeting <ul style="list-style-type: none">• Introduction of Mayor and his/her speech highlighting importance of voting and qualities of a good citizen.• Retail and manufacturing CEO's present brief description of products
60 Minutes	Employee Work/Break Rotations (three sessions/20 minutes each) <ul style="list-style-type: none">• First employee bank deposit• Employee opens savings account• Retail businesses open for sales (Food Court is closed.)• Employees begin to shop
10 Minutes	Uninterrupted Staff Meeting (at each business)
90 Minutes	Employee Work/Break Rotations (three sessions/30 minutes each) <ul style="list-style-type: none">• Second employee bank deposit• Employee lunch session• Employee shopping continues
10 Minutes	Business Clean-Up <ul style="list-style-type: none">• Business restored to original set-up• Remaining inventory organized• Students prepare for final staff meeting
15 Minutes	Closing Town Meeting <ul style="list-style-type: none">• Mayor speaks• Voting results reported• End-of-Day Reports: various businesses report pertinent information• Mayor thanks volunteers, teachers, staff, etc.

Schedule subject to change.
***JA BizTown* staff will announce all**
meetings/breaks

FAQ's

When should I arrive at *JA BizTown*™?

- Arrive at *JA BizTown* at least 30 minutes before students are scheduled to arrive.

How long will I be at *JA BizTown*?

- You will be at *JA BizTown* about 4 to 5 hours depending on the school schedule.

What should I wear as a volunteer?

- Wear comfortable clothes and shoes. You may be sitting on the floor with students and on your feet much of the day.

Parent Volunteers:

Can I take pictures at *JA BizTown*?

- You may take pictures if:
 - You concentrate on your child only.
 - You don't plan on publishing the pictures.
 - There aren't any students in the class that cannot be photographed

If my child came on a bus, may I take him/her home with me in the car?

- You may not take your child home with you unless previous arrangements have been made with your child's teacher and the school.