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This section of the Curriculum Guide identifies steps and processes that must be understood and completed before visiting the *JA BizTown* facility. Visit Information Tab items include:

***JA BizTown* On-Site Visit Overview..... page 2**

This overview of the *JA BizTown* operation provides a clear picture of daily procedures, as well as the expectations and requirements for students and volunteers.

***JA BizTown* Teacher's Pre-Simulation Checklist page 4**

Review this checklist carefully before your simulation visit to *JA BizTown*. Be certain to bring with you all necessary materials and complete all required procedures.

***JA BizTown* Daily Schedule Outline page 5**

Help students become acquainted with the *JA BizTown* daily schedule. This will ease preparation and contribute to a successful day.

On-Site Visit Overview

Dear Teachers:

We at Junior Achievement of Greater Kansas City thank you for recognizing the value that the *JA BizTown* program offers your students. We appreciate that you are working so diligently to prepare them to put into action all they have learned during the in-class curriculum. Please know how much we value 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 Pre-Simulation Checklist** will also be of great assistance to you.

Student Arrival:

Please plan to arrive close to the exact time scheduled. In order for your students to participate in the entire day's activities, it is necessary that we not alter the pre-arranged schedule. Should you have concerns or need to adjust the schedule, please contact Junior Achievement **at least a week prior** to your on-site visit day.

Business Start-Up:

It is extremely important that all business CEOs and CFOs have the completed BizPrep materials with them when students report to work for this business start-up period. The volunteer facilitator will call a brief morning staff meeting, after which the students will begin reading their job descriptions and performing their assigned tasks. All students will remain in their businesses during this time, except for business CFOs. CFOs will attend a meeting to input business financial information and learn the *JA BizTown* software. Prepare the students by helping them to realize the importance of this opening time. It is crucial to the success of their business day!

Opening Town Meeting:

The mayor, along with *JA BizTown* staff, will welcome students and give a brief introduction speech. The mayor will then call upon each CEO to give a brief description of their business and what they offer. All speeches are simple, fill-in-the-blank format, and are written prior to coming to *JA BizTown* as part of BizPrep.

First Employee Work/Break Rotation

Three break rotations take place in each business. Each break is approximately 20 minutes, subject to change. Each student, on their identified break rotation, goes to the bank with their endorsed paycheck, and first deposit ticket if they completed it at school (optional). At the beginning of each of these three break rotations, please assist us at CommunityAmerica Credit Union, as we check to be certain that each student entering the credit union is fully prepared before approaching a credit union worker. Once their paycheck has been deposited, students should begin to make purchases and spend their money rather than saving it to spend later. During this time, please assist students as needed.

Mid-Day Town Hall Meeting:

This brief 10-minute meeting allows time for *JA BizTown* staff to deliver reminders and updates to students. This meeting is also a chance for business leaders to make a sales pitch or advertisement for their business.

Second Employee Work/Break Rotation

Three break rotations - approximately 25 minutes each, subject to change- take place in each business. Following the same procedures as during the first break rotation, each student eats lunch during this time. Please assist with student lunches in the café. During this break period, payroll will be direct deposited into each student's account. As this break rotation proceeds, please check with CFOs to make sure they are paying their business bills and loan payments on their iPad. 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 time, the volunteer facilitator for each storefront 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 and checkbooks placed into the business envelope to be returned to school. Any remaining product inventory should be reorganized and left in the business. All student directions and business uniforms should be returned to the proper locations. Students will complete a brief survey about their experience using the QR codes in their businesses, please assist students in this process.

Closing Town Meeting

The Closing Town Meeting, led by the mayor, will provide the opportunity for some employees to give closing speeches before the day concludes. All speeches are simple, fill-in-the-blank format.

Parade/Dismissal

At the conclusion of the closing meeting, students will participate in the *JA BizTown* parade, in which they get to visit each business to get swag from our sponsors. Upon conclusion of the parade, they will be led out into the student reception area, where we will ask teachers to take over the dismissal and bus loading procedures. Please ensure that your students have all their belongings as you are loading the bus.

Teacher's Pre-Simulation Checklist

As you prepare to bring your class to *JA BizTown*, use this checklist to ensure that all necessary information and materials accompany you on the day of your visit.

1. _____ All completed business paperwork found in the BizPrep Packet. (Bring in a business envelope or folder—one business envelope or folder per business.) This required paperwork must include:
 - _____ Completed *JA BizTown* Business Costs Sheet
 - _____ Completed *JA BizTown* Merchandise Pricing Activity
 - _____ Completed CEO Opening Speech
2. _____ Student personal checkbooks. The following must be completed at school:
 - _____ Name, account number, and job written on the checkbook cover
3. _____ Sack lunch for all students
4. _____ Completed Teacher Program Verification
5. _____ Unused, unmarked curriculum materials

Daily Schedule Outline

All times are approximate, schedule subject to change.

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| 30 Minutes | <p>Arrival/Business Start-Up</p> <ul style="list-style-type: none"> • Upon arrival, students will be directed to their assigned business. • Volunteer(s) will already be in the business and will distribute nametags debit cards. • Volunteer(s) will direct CEO to begin morning staff meeting. • CFO's will attend CFO meeting led by <i>JA BizTown</i> staff. • Students will review job tasks and begin their start-up responsibilities. |
| 20 Minutes | <p>Opening Town Meeting</p> <ul style="list-style-type: none"> • <i>JA BizTown</i> staff welcome students. • Mayor delivers speech. • Each CEO delivers a brief speech about the products/services their business offers. • Remind students to get their paychecks from the CFO before they go on their first break. |
| 60 Minutes | <p>Employee Work/Break Rotations (three sessions/~20 minutes each)</p> <ul style="list-style-type: none"> • CFO's distribute paycheck 1 immediately after Opening Town Meeting. • Blue Break – 20 minutes • Green Break – 20 minutes • Red Break – 20 minutes |
| 15 Minutes | <p>Mid-Day Town Hall Meeting</p> <ul style="list-style-type: none"> • Reminders and updates from <i>JA BizTown</i> staff • Sales pitches and advertisements from <i>JA BizTown</i> CEO's (optional) |
| 75 Minutes | <p>Employee Work/Break Rotations (three sessions/~25 minutes each)</p> <ul style="list-style-type: none"> • Paycheck is deposited into student accounts via direct deposit. • Blue Break – includes lunch • Green Break – includes lunch • Red Break – includes lunch |
| 15 Minutes | <p>Business Closing/Clean-Up</p> <ul style="list-style-type: none"> • Final loan payments. • Student evaluations completed. • Business restored to original set-up. |
| 20 Minutes | <p>Closing Town Meeting/Parade</p> <ul style="list-style-type: none"> • Mayor delivers closing speech. • Prizes/raffle winners announced. • <i>JA BizTown</i> parade. • Dismissal |