

# Daily Schedule – 3-Hour Trip

All times are approximate, schedule subject to change.

25 minutes	<b>Arrival/Business Start Up</b> <ul style="list-style-type: none"> <li>• Upon arrival, students will be escorted to businesses.</li> <li>• Volunteer(s) will be in businesses and ready to begin when students arrive.</li> <li>• CFOs attend CFO meeting led by JA BizTown staff.</li> <li>• Students will review job tasks and prepare their business to open.</li> </ul>
20 minutes	<b>Opening Town Meeting</b> <ul style="list-style-type: none"> <li>• JA BizTown staff welcome students, set expectations, and explain processes.</li> <li>• Mayor and CEOs deliver intro speeches.</li> </ul>
30 minutes	<b>Employee Work/Break Rotations (3 sessions/~10 minutes each)</b> <ul style="list-style-type: none"> <li>• All students go to CommunityAmerica to deposit paychecks at the start of their break.</li> <li>• Blue, then green, then red</li> </ul>
10 minutes	<b>Mid-Day Town Hall Meeting</b> <ul style="list-style-type: none"> <li>• Reminders and updates from JA BizTown staff.</li> </ul>
60 minutes	<b>Employee Work/Break Rotations (3 sessions/~20 minutes each)</b> <ul style="list-style-type: none"> <li>• Paychecks are deposited via direct deposit</li> <li>• Students eat lunch during when they go on this break.</li> <li>• Blue, then green, then red.</li> </ul>
15 minutes	<b>Business Closing/Clean Up</b> <ul style="list-style-type: none"> <li>• Final loan payments.</li> <li>• Students complete evaluations.</li> <li>• Business restored to original set-up.</li> </ul>
20 minutes	<b>Closing Town Meeting/Parade</b> <ul style="list-style-type: none"> <li>• Mayor delivers closing speech</li> <li>• Prizes/raffle winners announced.</li> <li>• JA BizTown parade and dismissal.</li> </ul>

# Daily Schedule – 3.5-Hour Trip

All times are approximate, schedule subject to change.

30 minutes

## Arrival/Business Start Up

- Upon arrival, students will be escorted to businesses.
- Volunteer(s) will be in businesses and ready to begin when students arrive.
- CFOs attend CFO meeting led by JA BizTown staff.
- Students will review job tasks and prepare their business to open.

20 minutes

## Opening Town Meeting

- JA BizTown staff welcome students, set expectations, and explain processes.
- Mayor and CEOs deliver intro speeches.

45 minutes

## Employee Work/Break Rotations (3 sessions/~15 minutes each)

- All students go to CommunityAmerica to deposit paychecks at the start of their break.
- Blue, then green, then red

15 minutes

## Mid-Day Town Hall Meeting

- Reminders and updates from JA BizTown staff.

60 minutes

## Employee Work/Break Rotations (3 sessions/~20 minutes each)

- Paychecks are deposited via direct deposit
- Students eat lunch during when they go on this break.
- Blue, then green, then red.

20 minutes

## Business Closing/Clean Up

- Final loan payments.
- Students complete evaluations.
- Business restored to original set-up.

20 minutes

## Closing Town Meeting/Parade

- Mayor delivers closing speech
- Prizes/raffle winners announced.
- JA BizTown parade and dismissal.

# Daily Schedule – 4-Hour Trip

All times are approximate, schedule subject to change.

30 minutes	<b>Arrival/Business Start Up</b> <ul style="list-style-type: none"> <li>• Upon arrival, students will be escorted to businesses.</li> <li>• Volunteer(s) will be in businesses and ready to begin when students arrive.</li> <li>• CFOs attend CFO meeting led by JA BizTown staff.</li> <li>• Students will review job tasks and prepare their business to open.</li> </ul>
20 minutes	<b>Opening Town Meeting</b> <ul style="list-style-type: none"> <li>• JA BizTown staff welcome students, set expectations, and explain processes.</li> <li>• Mayor and CEOs deliver intro speeches.</li> </ul>
60 minutes	<b>Employee Work/Break Rotations (3 sessions/~20 minutes each)</b> <ul style="list-style-type: none"> <li>• All students go to CommunityAmerica to deposit paychecks at the start of their break.</li> <li>• Blue, then green, then red</li> </ul>
15 minutes	<b>Mid-Day Town Hall Meeting</b> <ul style="list-style-type: none"> <li>• Reminders and updates from JA BizTown staff.</li> </ul>
75 minutes	<b>Employee Work/Break Rotations (3 sessions/~25 minutes each)</b> <ul style="list-style-type: none"> <li>• Paychecks are deposited via direct deposit</li> <li>• Students eat lunch during when they go on this break.</li> <li>• Blue, then green, then red.</li> </ul>
20 minutes	<b>Business Closing/Clean Up</b> <ul style="list-style-type: none"> <li>• Final loan payments.</li> <li>• Students complete evaluations.</li> <li>• Business restored to original set-up.</li> </ul>
20 minutes	<b>Closing Town Meeting/Parade</b> <ul style="list-style-type: none"> <li>• Mayor delivers closing speech</li> <li>• Prizes/raffle winners announced.</li> <li>• JA BizTown parade and dismissal.</li> </ul>