

# On-Site Visit Overview

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.

## Student Arrival:

Please plan to arrive close to the exact time scheduled. For your students to participate in the entire day's activities, it is necessary that we do not alter the pre-arranged schedule if at all possible. Should you have concerns or need to adjust the schedule, please contact us **ASAP**. Upon arrival, JA BizTown Staff will direct you to the back desk where you can return unused materials, turn in BizPrep, and get no-photo stickers for students who cannot be photographed.

## Business Start-Up:

CFOs will be directed to the cafe for the CFO meeting to input business information from their BizPrep packets and learn the JA BizTown software. JA BizTown staff will hand out the BizPrep packets accordingly. All other students will be in their storefronts. The volunteer facilitator in each storefront will call a brief morning staff meeting, after which the students will begin reading their job descriptions and getting ready for business opening. All students will remain in their businesses during this time, except for business CFOs who will be in their meeting. 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. JA BizTown staff will ensure all CEOs have their speeches prior to the start of this meeting.

## 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 CommunityAmerica with their paycheck to deposit it into their checking account. 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 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. The structure of this meeting changes based on the field trip duration.

## 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 and JA BizTown staff, will highlight the successes of the day. A business and citizen of the day will be awarded, and prizes will be given out.

## Parade/Dismissal:

At the conclusion of the closing meeting, students will participate in the JA BizTown parade, in which they get to parade around JA BizTown and celebrate the completion of a successful workday. Upon conclusion of the parade, students 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.