

Chick-fil-A Volunteer at a Glance

First Staff Meeting

- All employees will watch introduction video on the CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO verifies and submits business **loan** application on their computer.
- CEO gets the **loan** approved at the bank & picks up Discover Debit Cards for employees at the Discover Kiosk (outside of US Synthetic)
- CFO prints and distributes first **payroll checks**.
- Please **divide retail items** into three groups so students on each break will have an equal opportunity to purchase items from Chick-fil-A.
- Students price product, **set up sales computer**, and create product display in preparation for customers.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update their checkbook register.
- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all un-sold product, & uniforms in Chick-fil-A.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Chick-fil-A makes money by selling retail items to individual customers.**
- Chick-fil-A accepts Discover debit cards only.
- **Sales Manager** sets up sales computer and sets prices for items.
- The **CFO** manages employee payroll, pays bills electronically, and makes business loan deposits.
- Once prices are set, help your team understand the importance of product displays.
- Help manage inventory to guarantee equal purchase opportunity for each colored break.
- **The financial goal for today is to pay off at least \$100 of the loan.**

City Hall Volunteer Tips

First Staff Meeting

- All employees will watch **video** on **Town Treasurer's** computer.
- Town Treasure applies for **loan** on their computer.
- **Mayor** gets **loan** at the bank & picks up Discover **Debit Cards** for employees at the Discover Kiosk (Next to First Security Bank)
- **Town Treasure** places order for supplies.
- **Town Treasure** verifys employee information on the **payroll** screen and prints paychecks. He/she will sign the Mayor's check and pass on the rest of the checks for Mayor to sign.
- **Mayor prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- **CFO** processes 2nd **payroll** (direct deposit).
- Help students update their checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what has been accomplished in the morning and what still needs to happen like paying back the business loan.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Mayor prepares closing speech.**
- **Students leave lanyards with debit cards attached on the Discover hook in City Hall.**

Break Tips

- Make sure students are assigned a lanyard with the correct debit card attached.
- Each lanyard will be either **Red**, **Yellow**, or **Blue** and that determines the color break they will go on.
- Students need to eat lunch on their first break.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **JA City Hall makes money by providing business licenses and radio advertisements for each business.**
- **Mayor** will conduct the opening and closing town meetings, distribute volunteer thank you certificates, and work to gather information to prepare awards for their closing town speech.
- **Town Treasurer** applies for loan, manages payroll, pays bills, and makes business deposits.
- **Kirton and McConkie Attorney** sends out bills electronically, creates and distributes business licenses, and solves cases. (See the JA City Staff for a bonus when complete.)
- **DJ** performs on-air radio ads and plays music while the city is open for business.
- **Discover Accounts Manager** distributes and manages debit cards for all businesses. Supports citizens in understanding their account balance.
- **Chamber Event Planner** helps the Mayor run meetings and plans a networking event.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Computech Volunteer at a Glance

First Staff Meeting

- Students watch introduction video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update their checkbook register.
- Remind students that the 2nd break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn the envelope in to teachers.
- **Students leave lanyards with debit cards attached & uniforms in Computech.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Computech makes money providing IT services and equipment to each business.**
- Other services include on-call computer system repair and maintenance.
- The CEO electronically sends out bills of \$7 to each business.
- The CFO manages employee payroll, pays bills electronically and makes business loan deposits.
- Sales Manager educates customers on anti-virus and works closely with the IT Specialist to provide services.
- IT Specialist checks for viruses and plays security video if a virus is detected.
- **The goal for today is to pay off at least \$100 of the loan.**

Delta Air Lines Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover Debit Cards for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Please **divide retail items** into three groups so students on each break will have an equal opportunity to purchase items from Delta.
- Students price products, **sets up sales computer** and create product display in preparation for customers.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO verifies that 2nd payroll is direct deposited.
- Help students update their checkbook register.

- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all un-sold product, & uniforms in Delta.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take your break with your student.**

Business Tips

- **Delta Air Lines makes money by selling Sky Club Memberships and Merchandise.**
- The CFO manages payroll, pays bills electronically and makes business deposits.
- Sky Club employees sets up sales computer and sets prices for items. Keep in mind some of your inventory can be complimentary as part of the Sky Club membership package.
- Help your team understand the importance of clearly pricing their inventory when creating their product display and ensure there is enough product available to sell in all breaks.
- Sky Club agents will assist everyone in printing a **free** boarding pass on Delta's Kiosk.
- Sky Club Supervisor will assist in offering memberships to Delta customer. Sky Club members will receive a stamp on their boarding pass giving them unlimited access to Delta Lounge.
- The Pilot and Computer Scientist will run the Hill Air Force Base air traffic control tower, located outside Delta's storefront. They will create an Air Show (iMovie) to present to all citizens in the closing town meeting.
- **The goal for today is to pay off \$100 of the loan.**

First Security Bank

Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO picks up **Discover Debit Cards** for Employees at the Discover Kiosk
- CFO **verifies loan** and employee information, prints, and distributes first **payroll checks**.
- Businesses bring loan applications to the CEO to apply for their loan.
- Tellers practice making payroll deposits and opening savings accounts.
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update their checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- **CEO prepares closing speech.**
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached and all un-sold product in FSB.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers.

- **First Security Bank provides JA City businesses with loans and individual customers with personal checking and savings accounts. First Security earns interest on the loans.**
- The CEO approves business loans (on the computer) during the first staff meeting and accepts all business loan deposits throughout the day.
- The CFO manages employee payroll and pays bills electronically.
- Tellers deposit paychecks for individual customers
- Branch Manager assists Tellers in setting savings goals, greets customers, manages savings accounts and is interviewed on KSL.
- Investor seeks investment opportunities and chooses one business to partner with.

KSL TV / Deseret News

Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover Debit Cards for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update their checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached & uniforms in KSL.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **KSL TV/Deseret News makes money by selling advertisements to businesses.**
- JA staff will come by to show students how to use the camera equipment.
- The CEO electronically bills all businesses for advertising.
- The CFO manages employee payroll, pays bills electronically and makes business loan deposits.
- The Ad Executive brings guests into the studio to be interviewed by the On-Air Host. The Ad Executive should bring in at least one guest per business.
- The On-Air Host interviews each guest and has them share their advertisement.
- The Editor will report on things happening in the City and post them online.
- **The financial goal for today will be to pay off at least \$100 of their loan.**

Larry H. Miller Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover Debit Cards for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Please **divide retail items** into three groups so students on each break will have an equal opportunity to purchase items from Larry H. Miller.
- Students price product, **set up sales computer**, and create product display in preparation for customers.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO verifies that 2nd payroll is direct deposited.
- Help students update the checkbook register.

- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached and all un-sold product in LHM.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Larry H. Miller makes money by selling retail items to individual customers.**
- Larry H. Miller accepts **checks** only for retail items.
- CEO or Sales Manager sets up sales computer and sets prices for items.
- CFO manages employee payroll, pays bills electronically and makes business deposits.
- Once prices are set, help your team understand the importance of clearly pricing their inventory when creating their product display.
- All purchases need to be entered in the sales computer to verify customer has sufficient funds for purchase.
- Help manage inventory to guarantee equal purchase opportunity for each colored break.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Marathon Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer to receive supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- **CEO prepares opening speech.**
- Make sure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update their checkbook register.
- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Engineers** should be prepared to present "High Score Prize" at the closing town meeting.
- **Students leave lanyards with debit cards attached on the Discover hook in Marathon.**

Break Tips

- Make sure students are aware of their break color which will be **Red, Yellow or Blue**.
- Students need to eat lunch on their first break.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **In real life, Marathon produces petroleum products. Petroleum is in many things like plastic, make up, or the gasoline in your car used to get here. In JA City, Marathon will be offering a free game where students will compete for the highest score in their touch screen video game by managing efficiency and safety.**
- The CEO electronically sends out bills (\$7) to each business for its petroleum products used in the city.
- The Engineer will recruit customers to play a game inside Marathon's business.
- Engineers should keep track of each customer's score for a chance to win a free prize at the end of the day. The highest score wins! (Mayor will call Marathon up during the closing town meeting to present the prize.)
- The CFO manages employee payroll, pays bills electronically and makes business deposits.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Maverik Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover Debit Cards for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Please **divide retail items** into three groups so students on each break will have an equal opportunity to purchase items from Maverik.
- Students price product, set up sales computers and create product display in preparation for customers.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.

- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all un-sold product, & uniforms in Maverik.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Maverik makes money by selling snacks and drinks to customers.**
- **CEO** helps set prices and manages the team.
- The **CFO** manages payroll, pays bills electronically and makes business loan deposits.
- Keep track of inventory to ensure there is enough product available to sell in each break.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Drinks in the fridge and hot drinks on the counter are only for Teachers and Volunteers.

Tip: Customers like a clean environment while dining. Help encourage the employees of Maverik to keep their eating area clean.

Merit Medical Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover Debit Cards for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Make sure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.
- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- **CEO prepares a closing speech.**
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached & uniforms in Merit Medical.**

Break Tips

- Make sure students are assigned the correct lanyard with their debit card attached.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Merit Medical makes money by providing employee benefit packages (Smarties packed in medical tubes) to businesses. Merit Medical has also contracted ARUP to help support JA City citizen's health & longevity.**
- The CEO electronically sends out bills to each business.
- The CFO manages payroll, pays bills electronically and makes business loan deposits.
- Manufacturing Manager learns the manufacturing process and assembles a packet of Smarties in medical tubes for every employee in each business.
- The Sales Manager finds out how many students are in each business and helps distribute product to all businesses.
- ARUP Medical Technologist will investigate mysterious illness and utilize lab equipment to solve the mystery. **Their desk is located across from Computech.**
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

RC Willey Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Please divide retail items into three groups so students on each break will have an equal opportunity to purchase items from RC Willey.
- Students price product, set up sales computer, and create product display in preparation for customers.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.

- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope. Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all un-sold product, & uniforms in RC Willey.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **RC Willey makes money by selling retail items to individual customers.**
- **Sales Manager** sets up sales computer and sets prices for items.
- **CFO** manages employee payroll, pays bills electronically and makes business deposits.
- Keep track of inventory to ensure there is enough product available to sell in each break.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Rocky Mountain Power/Dominion Energy Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.
- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- **CEO prepares closing speech.**
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all un used product, & uniforms in RMP.**

Break Tips

- Make sure students go on their assigned breaks; **Red**, **Yellow** or **Blue**.
- Students should deposit paychecks on break.
- Students should eat lunch on their first break.
- **Feel free to take a break with your student.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Rocky Mountain Power/Dominion Energy makes money by providing electricity and gas services to all the businesses in JA City.**
- **CEO:** creates an invoice for each business using the meter readings given to him/her by the Meter Readers, then electronically sends the bills to each business. Each invoice should be **\$7.00**.
- **CFO:** manages payroll, pays bills electronically and makes business loan deposits.
- **Electrical Engineer:** will record electric utility meter readings on their tablet. They also work with supporting Wattsmart Manager's renewable energy sales and will calculate the total JA City renewable percentage in the "Race to Green" and report to CEO for closing town meeting speech.
- **Wattsmart Manager:** sells renewable energy to businesses and provides order forms to CEO to bill for their renewable energy purchase. WattSmart Manager also gives out green bracelets to the employees of the businesses that purchase 100% renewable energy.
- **Gas Meter Reader:** will record gas utility meter readings on their tablet during the first half of they day. Then later they will replace air filters and teach customers energy saving techniques.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Salt Lake City School District Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- **CEO prepares opening speech.**
- **Teachers** prepare STEM activities.
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached in JA City.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **SLC School District makes money by providing STEM education to citizens.**
- **CEO** manages employees, gives a speech, and bills each business \$7.00 for education services.
- **CFO** manages employee payroll, pays bills electronically, and makes business loan deposits.
- **Teachers** invite citizens to visit SLCS and help facilitate STEM activities.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

SLCC Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- **President prepares opening speech.**
- Ensure student check books are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.
- Remind students that the 2nd break is their last chance to go shopping.

- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached in JA City.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and it determines their colored break.
- Students need to deposit their first paycheck on their first break. Second paychecks will be direct deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Salt Lake Community College makes money by providing educational services to the City.**
- The **President** manages employees, gives a speech, and bills each business **\$7.00** for educational services.
- The **CFO** manages employee payroll, pays bills electronically, and makes business loan deposits.
- The **Great Clips Kiosk** is located in front of Computech.
- **The financial goal for today is to pay off at least \$100 of the loan.**

Please see the JA staff for help reloading film in the professor's camera or the stylist's printer.

Salt Lake County Library

Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all unused product, & uniforms in JA City.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be direct deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Salt Lake County Library makes money by providing marketing materials to businesses.**
- **CEO** manages employees, gives a speech, and sends out bills electronically.
- **CFO** manages employee payroll, pays bills electronically and makes business loan deposits.
- **Branch Manager** delivers marketing materials in the morning and restocks them for the next day.
- **Librarian** encourages citizens to complete scavenger hunt and promotes voting.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Smith's Marketplace

Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Please **divide retail items** into three groups so students on each break will have an equal opportunity to purchase items from Smith's Marketplace.
- Students price product, **set up sales computer**, and create product display in preparation for customers.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.

- Remind students that the second break is their last chance to go shopping.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all un-sold product, & uniforms in JA City.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be direct deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **Smith's Marketplace makes money by selling retail items to individual customers.**
- Smith's Marketplace accepts debit cards only.
- Store Manager sets up sales computer and sets prices for items.
- CFO manages employee payroll, pays bills electronically and makes business loan deposits.
- Keep track of inventory to ensure there is enough product available to sell in each break.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

United Way Volunteer

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints, and distributes first **payroll checks**.
- Students set up tablet to collect individual donations.
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update their checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **CEO prepares closing speech and raffle for the closing town meeting**
- **Students leave lanyards with debit cards attached in JA City.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **United Way makes money by collecting donations from individuals and businesses.**
- **CEO** electronically sends out **\$7.00** bills to each business for their donation pledge.
- **CFO** manages employee payroll, pays bills electronically and makes loan deposits.
- The **Giving Director** will walk around JA City with their iPad encouraging citizens to make a digital donation in exchange for a raffle ticket.
- **Volunteer Coordinator** encourages customers to volunteer time by writing a thank you card and entering them into the raffle!
- The **Advocate** informs and encourages individuals to get involved with United Way's cause while collecting all businesses pledge sheets.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

US Synthetic Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- CEO directs stock managers to deliver the supplies to the businesses **that have placed their order**.
- Stock managers deliver prepared business supplies to each business. (delivery cart provided)
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update their checkbook register.
- Remind students that the second break is their last chance to go shopping.

- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached, all un-sold product, & uniforms in JA City.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **US Synthetic makes money by supplying and delivering supplies to each business and restocking them for tomorrow's group.**
- US Synthetic sells supplies to businesses only. (Not to individuals on break).
- Employees are responsible for delivering supply bins. Begin delivering after employees have read their manuals
- CFO manages employee payroll, pays bills electronically and makes business deposits.
- After the Opening Town meeting, employees will gather all business bins and restock for tomorrow's group. Upon completion US Synthetic will receive \$50 towards their business loan. (See JA City Staff)
- Stock Manager or CEO should print inventory lists to restock bins.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

WCF Insurance

Volunteer at a Glance

First Staff Meeting

- Everyone will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes checks.
- **CEO prepares opening speech.**
- Ensure student checkbooks are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached & uniforms in JA City.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be directly deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers. **How does your business make money?**

- **WCF Insurance makes money by providing insurance to each business at JA City.**
- **CEO** electronically sends out **\$7.00** bills to each business for insurance.
- **CFO** manages employee payroll, pays bills electronically and makes business deposits.
- Union Pacific Safety Engineer will invite 1-2 employees from each business to complete the safety inspection and then deliver certificate of completion to their business.
- Ergonomics Specialist educates all businesses on safety and tips using the provided tablet.
- **The business financial goal for today will be to pay off at least \$100 of their loan.**

Zions Bank

Volunteer at a Glance

First Staff Meeting

- All employees will watch video on CFO's computer.
- **"Place Order"** on CFO's computer for supplies.
- CFO inputs loan application and then the CEO goes to the bank to get the **loan** approved.
- CEO picks up Discover **Debit Cards** for employees at the Discover Kiosk (outside of US Synthetic) and distributes to correct employee.
- Under Payroll, CFO verifies employee information, prints and distributes first **payroll checks**.
- Ensure student check books are filled out correctly.

Second Staff Meeting

- CFO processes 2nd payroll (direct deposit)
- Help students update the checkbook register.
- Remind students that the second break is their last chance to go shopping.
- Talk about what happened in the morning and what still needs to happen in the afternoon.

Final Staff Meeting

- Recap employee and business accomplishments.
- **CEO prepares closing speech.**
- Help students clean up.
- Put checkbooks and paperwork in the envelope.
- Turn envelope in to teachers.
- **Students leave lanyards with debit cards attached and all unused product in Zions.**

Break Tips

- Make sure students are assigned a lanyard with their debit card attached.
- Each lanyard will be either **Red**, **Yellow** or **Blue** and that determines the color break they will go on.
- Students need to deposit their first paycheck on their first break. Second paychecks will be direct deposited.
- Students need to eat lunch on their first break.
- **Feel free to take a break with your child.**

Business Tips

Each store in JA City makes money by offering a service or goods to other businesses or by selling retail items to individual customers.

- **Zions provides businesses with loans and individual customers with personal checking and savings accounts. Zions earns interest on the loans.**
- The CEO approves business loans (on the computer) **during the first staff meeting** and accepts all business deposits throughout the day.
- The CFO manages employee payroll and pays bills electronically.
- Tellers deposit paychecks for individual customers and keeps track of all customer's debit cards.
- Branch Manager assists Teller's in setting savings goals, greets customers, manages savings and checking accounts.
- Investor seeks investment opportunities and chooses one business to partner with