



VOLUNTEER TRAINING GUIDE

Junior Achievement of Oregon & SW Washington
7830 SE Foster Road, Portland, OR 97206
(503) 238-6430 <https://jaorswwa.org>

Training Sponsor





ROLE OF THE VOLUNTEER

IMPORTANT POINTS TO REMEMBER

- Provide guidance and assistance to students.
- Please use and follow the directions as given in the Volunteer Manual.
- Conduct scheduled staff meetings.
- 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.

LOCATION OF IMPORTANT INFORMATION

- Complete student job responsibilities are found in the Simulation Manual. Try to read each Simulation Manual before students arrive to have an understanding of what each citizen will be doing during their day at *JA BizTown*.
- Unanswerable questions or concerns should be referred to a *JA BizTown* staff member.

PERSONAL INFORMATION

- Please wear your nametag.
- Your breaks may be scheduled according to need.
- Your lunch may be taken during the students' first break period. We do ask that you allow students to be seated at the Café tables first and you eat as tables become available. Student lunch time is limited
- At the end of the day, return the Volunteer Manuals and Student Simulation Manuals to where you found them at the beginning of the day.
- This is a smoke-free facility. Please do not smoke on the property.

STUDENT EXPECTATIONS

- Students must remain inside the *JA BizTown* area for the entire day.
- No running in *JA BizTown*.
- Students may not share money.
- Food and drinks must remain in the Café area. This rule applies to adults also.
- No gum or candy is allowed in *JA BizTown*.

SAMPLE BREAK SCHEDULE

BZTV

Orientation	
Business Start-Up / Staff Meeting	
Opening Town Meeting	
RED GROUP	
CFO	<input type="text"/>
On-Air/Host 1	<input type="text"/>
YELLOW GROUP	
CEO	<input type="text"/>
Ad Executive 2	<input type="text"/>
Camera Operator 2	<input type="text"/>
GREEN GROUP	
Ad Executive 1	<input type="text"/>
Camera Operator 1	<input type="text"/>
On-Air Meteorologist	<input type="text"/>
Staff Meeting	
RED GROUP	
CFO	<input type="text"/>
On-Air/Host 1	<input type="text"/>
YELLOW GROUP	
CEO	<input type="text"/>
Ad Executive 2	<input type="text"/>
Camera Operator 2	<input type="text"/>
GREEN GROUP	
Ad Executive 1	<input type="text"/>
Camera Operator 1	<input type="text"/>
On-Air Meteorologist	<input type="text"/>



CFO Accounts Payable Checklist

Your job as CFO is very important to the success of your business today. Using this checklist today will help assure that all checks are written. The checks for Operating Costs may be printed in any order after the UPS and Payroll checks have been printed and after you receive a bill or request for payment.

Payroll (*Print these checks first.*)

“√” Check Printed	Payment is for...	Check Amount	Payment Procedure
	First Pay Period	Varies. One check for each employee.	Give to each employee during first Staff meeting.
	Second Pay Period	Varies. One check for each employee.	Give to each employee during second Staff Meeting.

UPS (*Print this check second.*)

“√” Check Printed	Payment is for...	Check Amount	Payment Procedure
	UPS - Order of Supplies	\$5.00	BZTV Ad Executive will deliver to UPS when he/she picks up supplies.

Business Operating Costs (*Print these checks only when they are due.*)

“√” Check Printed	Payment To	Payment is for...	Payment Collection Procedure
	Allstate Insurance	Business Insurance	Picked Up by the Insurance Agent.
	Oregon Humane Society	Philanthropy Donation	Picked Up by the Executive Director.
	Business Journal	Newspaper Ad	Picked Up by the Ad Agent.
	City Hall	Attorney Fees & Property Tax	Picked Up by IRS Agent.
	Community Wellness Center	Health Vouchers	Picked Up by the CEO.
	Gas & Electric Company	Gas and Electric Power	Picked Up by the Meter Reader.
	ON Semiconductor	Technology Fee	Picked Up Sales Manager.
	International Sign Company	Business Sign	Picked Up by the CEO.
	JABT Realty	Rent	Picked up by Leasing Agent
	Comcast	Phone & Internet Service	Picked Up by the Installation Specialist.
	Weyerhaeuser	Recycling Bill	Picked Up by the Environmental Specialist.



JA BizTown™ BizPrep BZTV Business Costs Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	123	\$9.00	X 2 = _____	
CFO _____	124	\$8.50	X 2 = _____	
Ad Executive 1 _____	125	\$8.00	X 2 = _____	
Ad Executive 2 _____	126	\$8.00	X 2 = _____	
Host/Anchor 1 _____	127	\$8.00	X 2 = _____	
Meteorologist _____	128	\$8.00	X 2 = _____	
Camera Operator 1 _____	129	\$8.00	X 2 = _____	
Camera Operator 2 _____	130	\$8.00	X 2 = _____	

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$4 to The Business Journal)	\$4.00
Property Tax	(\$5 to City Hall)	\$5.00
Health Care	(\$2 to Community Wellness Center)	\$2.00
Rent	(\$8 to JA BizTown Realty)	\$8.00
Supplies	(\$5 to UPS for start up)	\$5.00
Philanthropy	(\$2 to Oregon Humane Society)	\$2.00
Recycling	(\$2 to Weyerhaeuser)	\$2.00
Business Insurance	(\$4 to Allstate Insurance)	\$4.00
Business Sign	(\$2 to International Sign Company)	\$2.00
Attorney Fees	(\$2 to City Hall)	\$2.00
Technology Fee	(\$3 to ON Semiconductor)	\$3.00
Utilities	(\$6 to The Gas & Electric Company for electric, \$6 to The Gas & Electric Company for gas, \$9 to Comcast for phone and internet service)	\$21.00

Total Operating Costs \$ _____

Loan Amount (Salaries plus Operating Costs)

(Enter this amount into computer)

\$

VOLUNTEER TRAINING

I. Start-up Time

- a. Business start-up time is _____ minutes long.
- b. A period of _____ minutes of this start-up time is uninterrupted.
- c. Pull students together into a small group for a business _____.
- d. Begin the meeting by writing students' names on the _____.
- e. The _____ should begin his/her job earlier than anyone else in the business as some checks must be printed before the first break.
- f. A \$5.00 check is taken to _____ to purchase supplies during this start-up time.
- g. Locate the _____ containing the many forms prepared at school.
- h. All employees should receive their _____ during start-up time.
- i. All employees must stay in their business for the first _____.

II. Personal Checks, Deposit Tickets, and Checkbook Registers

- a. Be certain the student's _____ is written on each check and each deposit ticket in the upper left-hand corner.
- b. Be certain all checkbooks contain the student's _____ on the front of each check and on each deposit ticket in the lower right-hand corner.
- c. Three things must be done before a student enters the bank to make a deposit.
 1. The payroll check must be _____ before a student goes to the Teller to make the deposit.
 2. The deposit ticket must be filled out with no more than \$ _____ cash subtracted from the deposit.
 3. The check register must be completed with the _____ amount from the deposit ticket.
- d. The beginning balance in the balance of the student's checkbook register should be \$_____
- e. Personal check and deposit amounts should be written in _____ places on the register.

III. Product Pricing

- a. The most popular items(scarce items) should be priced the _____.
- b. Nothing should ever be priced under _____.
- c. Record the prices of all items to be sold on the _____ Inventory Sheet as your group sets the prices.
- d. Students should never _____ prices.

IV. Staff Meetings

- a. There are _____ staff meetings during the day.
- b. The first staff meeting is during business _____ time. .
- c. The second staff meeting is at the end of the _____ set of breaks.
- d. The third staff meeting is at the end of the _____ set of breaks.
- e. Review all students checkbook _____ carefully.
- f. Students must also complete the next _____ during staff meeting time.
- g. During the first staff meeting, be certain the students have Key Bank written on their checkbook register and \$1.50 subtracted from their balance for their _____.

V. Breaks

- a. Breaks are _____ and _____ minutes long.
- b. Students go to the _____ during each break to make a checking account deposit.
- c. Students and adults should eat _____ during the first break.
- d. Students must manage their _____ and _____ while out on break.
- e. Students should write checks and purchase items during their breaks to help ensure that the businesses earn a _____.

***Note – Volunteer Simulation Guides for each business are located at <https://jaorswwa.org> under the JA BizTown tab. Click on JABT Volunteer Resources to see all of the volunteer manuals.**

JA BizTown Memorabilia



JA BizTown T-shirt
\$10.00 each

Adult Small _____
Adult Medium _____
Adult Large _____
Adult X-Large _____

Teachers please submit orders with payment to JA BizTown staff morning of simulation.
Filled orders will be given to teachers to take back to school.

Name: _____

School: _____ Teacher: _____

Credit Card Number: _____ CVV/Security Code _____ Exp Date _____

Billing Address: _____ City _____ State _____ Zip Code _____

Total T-shirts: _____ Amount Due: _____