

# CREATE A MORE MEANINGFUL experience!

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## Steps of the Day!

- 1** Check-in - Volunteers will be shown the bathrooms, lounge, and have time to grab coffee.
- 2** Training - Jasmine, the JA BizTown® Simulation Manager, will be teaching you all the ends and outs of the simulation and how to interact with the students to enhance learning experiences.
- 3** Simulation (Pt. 1) - Student Welcome/Introduction, Business Start-Up, Opening Town Meeting, Staff Meeting, and First Work/Break Rotation.
- 4** Lunch - Lunch is provided. Volunteers will be able to eat and take a break in a designated area away from students.
- 5** Simulation (Pt. 2) - The last part of the day will include another Staff Meeting, Second Work/Break Rotation, Business Clean-Up, and Closing Town Meeting. Once the simulation is complete there will be a volunteer debrief.

## parts of the simulation



### BUSINESS START-UP

Students will purchase supplies, read/review job responsibilities, apply for business loan, and create a marketing plan.



Introduce yourself, empower students, make sure students stay on task, and help answer questions.



What product/service does your business provide today? Why does your business need a loan?



### TOWN HALL MEETINGS

Mayor will make a speech, CEOs will speak about their business, and students will hear important announcements.



Assist your business CEO with their speech.



### WORK/BREAK ROTATIONS

Students will become producers and consumers.



Observe customer service and provide guidance when necessary. Make sure students stay on task and help answer questions.



Are you writing down your sales on the Sales Log?



### STAFF MEETINGS

CEO will lead meeting with employees to prepare for each work/break rotation.



Ensure students understand how they make revenue. Remind students of their objectives during break.



Did you discuss employee coverage?



### BUSINESS CLEAN-UP

Students will restore businesses back to original state before simulation.



Ensure all employees are working on the End Of Day Clean-Up Checklist.



What is one thing you learned today?