



# Welcome to JA BizTown®!

The following slides provide you with an overview of JA BizTown businesses, the visit day experience, and your role as a volunteer. You will support and assist the students with their jobs throughout the day! You will guide a group of students in your assigned business and may have additional volunteers working with you.

Volunteers are key to the success of this program, and we hope your day will be rewarding and memorable!



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# What is JA BizTown®?

Elementary school students are not old enough to drive, work, or vote. That doesn't stop them from operating banks, running businesses, managing checking accounts and earning a profit at JA BizTown!

Our JA BizTown, located in our JA Inspiration Center, is a mini-city in which kids discover how the "real world" works. After 12 lessons are taught by the classroom teacher, students come to JA BizTown for the learning experience of their lives! The students become JA BizTown "citizens" where they work in one of 14 businesses, make financial decisions, pay taxes, and donate to charity. Each citizen has a job for the day, gets paid twice, opens a checking and savings account, shops, votes for important matters at City Hall, and much more. The time spent at JA BizTown may be only one day, but the impact this experiential learning provides will last a lifetime!



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# Experiential Learning

- JA BizTown<sup>®</sup> provides an authentic experience with its real-world simulation of a small town for fourth - sixth grade students.
- In their roles of JA BizTown citizens, students learn what it is like to function in the real world, with interactive opportunities to apply classroom learning as well as use problem-solving and teamwork skills.
- When students “learn by doing,” their learning experience is more memorable!



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# JA BizTown® is home to 14 different businesses, all of which provide unique needs to its citizens.

[See business descriptions here.](#)

1. **Arconic** – creates and completes special projects as a team
2. **Bayer** - educates citizens about the importance of regenerative farming and sells retail items
3. **Black Hawk College** - informs citizens about this local higher learning institution and purchase retail items from gift store
4. **City Hall/City of Moline** - provides a fun, clean, and safe city
5. **Edwards Creative** - marketing and advertising
6. **Jersey Mikes** - provides a space for lunch, and sells a snack and beverages
7. **John Deere** - learn about different John Deere jobs and retail store
8. **Kent Worldwide** - retail store and analyzes customer needs
9. **MetroLINK** - transportation of business supplies, mail service and retail items
10. **MidAmerican Energy** - renewable energy options for businesses and retail items
11. **Modern Woodmen** - provides insurance needs, property appraisals, and sells retail items
12. **Quad City Times** - plays music, reads business ads and provides news happening in our city
13. **Russell** - constructs a building for a local non-profit
14. **Vibrant Credit Union** - deposit paychecks, open checking and savings account



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# Your Role as a Volunteer

- Arrive on time and provide real-world experience and advice to the students
- Be positive and encouraging
- Guide and remind students of job tasks
- Keep students engaged and on track
- Troubleshoot issues and questions should they arise (JA staff is always there to assist!)
- Have fun!



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# JA BizTown® Student Business Goals

- Businesses will apply and attempt to pay off their loan and make a profit
- Each student will manage his or her own bank account
- Each student will participate in the JA BizTown economy by earning and spending money
- Have fun!



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# JA BizTown® Volunteer notes

- Please arrive on-time and at the time provided in your JA volunteer email. This allows us to start the training on time.
- Training is required, even if you have been with us before. Being in a different business with different students provides a whole new experience.
- Upon arrival, you will be asked to sign-in and show your ID.
- Don't forget to bring a lunch and dress comfortably.
- Have fun!

# Overview of the JA BizTown Day

## Student Welcome/Orientation

- Overview of day, rules, emergency plan in large group

## Job Training

- CMOs and CFOs go to job training with JA staff
- All other employees go to business to read through job sheets.
- Volunteer leads Staff Meeting #1

## Business Start-Up

- CFO takes out loan, processes payroll and prints paychecks.
- Business supplies delivered from MetroLINK.
- Students read/review job responsibilities. CEOs prepare for speech.
- Price-setting

## Opening Town Meeting

- Introduction of Mayor and his/her speech that highlights the importance of voting and pending awards
- CEOs present brief description of their business (except Vibrant CEO)
- Dismissed for CEO staff meeting

## Employee Work/Break Rotations (1<sup>st</sup> break /25 min)

- All businesses open and begin work.
- Employees begin taking breaks based on their neck wallet color (red, yellow, or green)
- On break, deposit first paycheck; open Savings Account if so desired
- While on break, students shop, make a donation, play games, eat lunch
- Volunteers may eat lunch with their child

## Employee Work/Break Rotations (2<sup>nd</sup> break /20 minutes)

- Second employee bank deposit will be a direct deposit; no visit to Vibrant required
- Employee breaks continue with shopping and eat lunch if didn't happen during 1<sup>st</sup> break.
- Employee work continues.

## Staff Meeting and Clean-Up

- Volunteer leads last staff meeting.
- Volunteers collect and empty neck wallets and oversee business cleanup.

## Closing Town Meeting

- Mayor speaks
- Awards presented; Voting results reported
- Vibrant CEO gives speech



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