

This section of the Curriculum Guide identifies steps and processes that must be understood and completed before visiting the *JA BizTown* facility. Visit Information Tab items include:

JA BizTown On-Site Visit Overview..... page 2 - 3

This overview of the *JA BizTown* operation provides a clear picture of daily procedures, as well as the expectations and requirements for students and volunteers.

JA BizTown Parent/Guardian Consent Letter page 4

This informative letter should be completed and sent home with students when you begin the *JA BizTown* unit of study. This will allow sufficient time for the signed permission slip and photo release to be returned.

JA BizTown On-Site Visit Reminder page 5

This letter should be sent home with students the day before the *JA BizTown* on-site visit.

JA BizTown Teacher’s Pre-Simulation Checklist page 6

Review this checklist carefully before your simulation visit to *JA BizTown*. Be certain to bring with you all necessary materials and complete all required procedures.

JA BizTown Pre-Simulation Web Portal Preparation page 7

This information provides details to help assure that the on-site publication of your *JA BizTown* Newspaper is the best it can be.

JA BizTown Sample Daily Schedule page 8

Help students become acquainted with the *JA BizTown* daily schedule. This will facilitate preparation and contribute to a successful day.

JA BizTown Business Addresses..... page 9

This list provides *JA BizTown* business addresses that will be used when your students write friendly letters and Letters to the Editor during pre-simulation curriculum. Addresses are also used for thank you letters to business sponsors after the simulation visit.

Dear Teachers:

The staff of Junior Achievement wishes to thank you for recognizing the value that the *JA BizTown* curriculum offers your students. We appreciate that you are working so diligently to prepare them to put into action what they have learned during the in-class curriculum. Please know how much we value all of 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. The **Teacher Pre-Simulation Checklist** will also be of great assistance to you.

Student Arrival:

Please plan to arrive close to the exact time scheduled with the JA office. In order for your students to participate in the entire day's activities, it is necessary that we not alter the pre-arranged schedule. If this should cause any problems for your school, please contact the *JA BizTown* staff at least a week prior to your on-site visit day.

Opening Orientation:

Please inform your students of the importance of listening very carefully during the brief 15-minute welcoming orientation. During this opening meeting, they will learn about safety procedures as well as the location of restrooms, emergency exits, behavior expectations, and simulation procedures.

Business Start-Up:

It is extremely important that all business CEOs have the completed BizPrep materials with them when students report to work for this business start-up period. The volunteer facilitator will call a brief uninterrupted opening meeting, after which the students will begin reading their job descriptions and performing their assigned tasks. All employees will remain in the business unless their jobs require them to visit other businesses. Prepare the students by helping them to realize the importance of this opening time period. It is necessary for the success of their business day.

Opening Town Meeting:

The Mayor will be sworn-in and give a brief speech. The Mayor will then call upon the CEO of any business that sells products to consumers to give a brief description of what will be sold in their business. All speeches are simple, fill-in-the-blank format, and will be completed on-site during Business Start-Up.

First Employee Work/Break Rotation

Three 20-minute break rotations take place in each business. Each student, on their identified break rotation, goes to the bank with their first deposit ticket (completed at school), and their endorsed paycheck. At the beginning of each of these three break rotations, please assist us at the Bank, as we check to be certain that each student entering the Bank is fully prepared before approaching a Personal Banker. Students should begin to make purchases and spend their money rather than saving it to spend later. Periodically, during this time, please look over and help various students with their checkbook registers.

Uninterrupted Staff Meeting

This 10-minute meeting, led by the volunteer facilitator, allows students to discuss how the business day has begun and prepare for their next break.

Second Employee Work/Break Rotation

Three 30-minute break rotations take place in each business. Following the same procedures as during the first break rotation, each student eats lunch during this time period. During this break period, payroll will be direct-deposited into each student's account. Please inform students that they should eat their lunch quickly during this time, as this is their final shopping period, and their last opportunity to put their *JA BizTown* money into circulation. During the last 30-minute rotation, the *JA BizTown* Newspaper should be available for purchase.

As this break rotation proceeds, please check with a *JA BizTown* staff person who can help you determine which students are not spending their money. This allows all of us to check with these students and be of assistance, if there is confusion on their part. Remember, 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 brief time period, the volunteer facilitator 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 placed into the business envelope to be returned to school. Please see that all student checkbooks are also put into the business envelope to be returned to school. Any remaining product inventory should be reorganized and left in the business. All student directions/notebooks and business uniforms should be returned to the proper locations.

Final Staff Meeting

During this 10-minute business wrap-up meeting, which is held in the business and facilitated by the volunteer facilitator, students can discuss their business closing, how much profit was made (if any), and the difficult tasks that occurred during the day. They can identify the areas in which they were or were not successful. This is also a time to be certain that any student who is making a presentation at the Closing Town Meeting is prepared and ready to give his or her speech.

Closing Town Meeting

The Closing Town Meeting, led by the Mayor, will provide the opportunity for employees such as the Attorney, Nonprofit Director, and others to give closing speeches before the day concludes. All speeches are simple, fill-in-the-blank format.

Dismissal

Please remind your students, when they go to the bus, to take all personal belongings, including their *JA BizTown* shopping bag and any purchases they have made. We would also appreciate your assistance in helping us to be certain that students are not, by chance, taking any *JA BizTown* business materials or supplies.

Dear Parents and Guardians:

As you know, our class is participating in an exciting economic education program called *JA BizTown*. We will soon be visiting the *JA BizTown* facility to participate in the simulation.

Our on-site class visit is scheduled for _____ (*date*). We will be leaving school at _____ (*time*) and returning at _____ (*time*).

Your child should bring a sack lunch clearly marked with his or her name.

Students are videotaped or photographed daily by the student Photographer working at *JA BizTown*. On occasion, the *JA BizTown* experience may be photographed or videotaped by external media for use in communications and marketing materials. If the JA of New Jersey is aware of this filming, it will notify schools in advance. There are occasions, however, when schools are not notified in advance of media coverage.

Please complete the form below to give permission for your child to accompany us to *JA BizTown*. Inform us of your preferences for including or omitting your child from any such photography.

This form must be signed and returned to us by _____ (*date*).

Sincerely,

(*Teacher signature*)

 Yes, my child has my permission to accompany the class to *JA BizTown*, and I understand that he or she may be photographed or videotaped.

No, my child cannot accompany the class to *JA BizTown*.

Yes, my child has my permission to accompany the class to *JA BizTown*, but I request that efforts be made to exclude my child from any photography or videotaping where he or she may be easily identified.

Student Name: _____

Parent Signature: _____

School Name: _____

Date: _____

Dear Parent/Guardian:

The time finally has arrived! Our class is going to *JA BizTown* tomorrow. The students have worked hard and are excited about this educational experience. It promises to be an event they will always remember.

Please help us have a successful experience by noting the following last-minute reminders:

1. Please have your child bring a sack lunch in a disposable bag. The student's name and his or her *JA BizTown* business name should be written clearly on the outside of the bag.
2. Please make sure your child arrives at school on time. Students need to arrive at school by _____ (*time*). Students will be returning to school at _____ (*time*).
3. Students should wear business casual clothes appropriate for their *JA BizTown* business position. This means no jeans and no shorts. Comfortable shoes are a must because students will be on their feet most of the day.

We look forward to seeing our students in action! It will be a wonderful day for all.

Sincerely,

(*Teacher's signature*)

As you prepare to bring your class to *JA BizTown*, use this checklist to assure that all necessary information and materials accompany you on the day of your visit.

- _____ 1. Complete pre-simulation work in the *JA BizTown* Web Portal. This is a secure site that requires login credentials provided by Junior Achievement via email.
 - _____ Teachers add each student and their job information. Information will be accessible by each CFO during the on-site simulation.
 - _____ Students add newspaper advertisements and articles. Information will be accessible during the on-site simulation.

- _____ 2. All completed business paperwork found in the BizPrep Packet. (Bring in a business envelope—one business envelope per business.) This required paperwork must include:
 - _____ Completed *JA BizTown* Business Costs Sheet
 - _____ Completed *JA BizTown* Business Loan Application
 - _____ Completed *JA BizTown* Radio Advertisement
 - _____ Completed *JA BizTown* Newspaper Ad **if not completed on Web Portal*
 - _____ Completed *JA BizTown* TV Station Advertisement
 - _____ Completed *JA BizTown* Philanthropy Pledge Sheet

- _____ 3. Student personal checkbooks. The following must be completed at school:
 - _____ First deposit ticket completed for use with first *JA BizTown* paycheck
 - _____ First deposit entry (net deposit) recorded in the checkbook register
 - _____ First check entry recorded in the checkbook register
 - _____ Name and account number written on the checkbook cover, on each personal check, and on each personal deposit ticket

- _____ 4. Name tags prepared for each student (Student name, job title, and business name).

- _____ 5. Copies of signed Parent/Guardian Consent Letters for the JA Area Office to keep as proof of permission for photography/videography.

The **JA BizTown Web Portal** is a pre-simulation website for teachers and students. Prior to the on-site *JA BizTown* simulation, teachers enter student information into the system, based on student business and job assignments. Information entered on the *JA BizTown* Web Portal is then transferred to the software that students will use during the on-site simulation.

The site is also usable to students assigned to work at the Newspaper. Newspaper employees can create newspaper advertisements and articles prior to the simulation. This information will be accessible during the on-site simulation. Using the *JA BizTown* Web Portal to complete pre-work allows the students to go through the writing and creativity process in a way that is not rushed, which creates a more meaningful experience.

Here are some important facts about the *JA BizTown* Web Portal:

- Each teacher will receive their own login credentials. These will be sent via an email from Junior Achievement. The email will contain the username, password, and Web address.
- The Web address is specific to the *JA BizTown* day that students will attend. (You will not see other *JA BizTown* days or information.)
- Upon login, the site includes a welcome video and instructions.
- Teachers will log in and enter each student into the system based on their business and job assignment for the simulation. (This information must be determined beforehand.)
- Students will not receive unique logins. Teachers should log in and allow students to complete their work creating and editing advertisements and articles.
- Junior Achievement strongly encourages that students complete their work before the teachers complete theirs.
- All information must be entered at least 24 hours prior to the simulation start time, at which time teachers and students will no longer have access to the *JA BizTown* Web portal. Any changes needed will have to be made on site at *JA BizTown*.
- If students do not enter information pre-simulation, they should bring any prewritten or typed ads and articles to the simulation, and those will be entered during the day.
- If teachers do not enter information pre-simulation, CFOs will be responsible to enter all employees into the system.
- The “bonus” feature can only be done through the *JA BizTown* Web portal, and cannot be used or issued during the on-site simulation. If bonuses are not pre-entered, then students will not receive a bonus on the day of the simulation.

Accessing the JA BizTown Web Portal

You will receive an email from the *JA BizTown* server approximately 1 month before your field trip date. **If you need access earlier, please contact Brian, brian.lippman@ja.org**

15 Minutes	Student Welcome/Orientation
30 Minutes	Business Start-Up <ul style="list-style-type: none"> • Staff meeting • Business supplies purchased from Supply Center • Students read/review job responsibilities • Business loans processed at Bank • Prices set • Production of products and services begins • National Anthem played
15 Minutes	Opening Town Meeting <ul style="list-style-type: none"> • Introduction of Mayor and his or her speech highlighting importance of voting, and Citizen of the Day and Quality Business Awards • Retail and manufacturing CEOs present brief description of products
60 Minutes	Employee Work/Break Rotations (three sessions/20 minutes each) <ul style="list-style-type: none"> • First employee bank deposit • Employees may open savings account • Retail businesses open for sales • Employees begin to shop
25 Minutes	Lunch
15 Minutes	Uninterrupted Staff Meeting (at each business)
60 Minutes	Employee Work/Break Rotations (three sessions/20 minutes each) <ul style="list-style-type: none"> • Second employee bank deposit • Employee lunch session • Employee shopping continues
10 Minutes	Business Clean-Up <ul style="list-style-type: none"> • Business restored to original set-up • Remaining inventory organized • Students prepare for final staff meeting
10 Minutes	Final Staff Meeting (at each business) <ul style="list-style-type: none"> • Volunteers review observations/learning opportunities of the day
15 Minutes	Closing Town Meeting <ul style="list-style-type: none"> • Mayor speaks • Citizen of the Day Awards and Quality Business Awards presented • Voting results reported • End-of-Day Reports: various businesses report pertinent information • Mayor thanks volunteers, etc.

Citizens should use complete addresses when preparing letters and envelopes for all *JA BizTown* correspondence (*Letters to the Editor – Unit 4 Lesson 2, Friendly Letters – Unit 4 Lesson 3, Thank You Letters – Unit 5 Lesson 1*). A return address as well as a mailing destination should be included, noting the citizens' names and assigned business.

BiZNJ Radio

200 JA BizTown Way
BizTown, NJ 08837

City Hall

203 JA BizTown Way
BizTown, NJ 08837

BizBee News

204 JA BizTown Way
BizTown, NJ 08837

Community Assistance Center

108 JA BizTown Way
BizTown, NJ 08837

Chick-fil-A

205 JA BizTown Way
BizTown, NJ 08837

Horizon Wellness Center

104 JA BizTown Way
BizTown, NJ 08837

Investors Bank

201 JA BizTown Way
BizTown, NJ 08837

Wells Fargo

101 JA BizTown Way
BizTown, NJ 08837

Quest Diagnostics

102 JA BizTown Way
BizTown, NJ 08837

MetLife

103 JA BizTown Way
BizTown, NJ 08837

U-Design-It

107 JA BizTown Way
BizTown, NJ 08837

UPS

107 JA BizTown Way
BizTown, NJ 08837

Phillips 66

105 JA BizTown Way
BizTown, NJ 08837

Maser Consulting

100 JA BizTown Way
BizTown, NJ 08837