

# Bank – STAR Financial BizPrep

## Business Overview

Leading financial institution in the town provides business loans and personal checking and savings services for citizens.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Prepares the Bank Charter.</li> <li>2. Processes Business Loan Applications.</li> <li>3. Signs all business payroll checks.</li> <li>4. Oversees business operations and makes business decisions.</li> <li>5. Distributes business supplies.</li> <li>6. Signs Insurance Policy and Lease Agreement.</li> <li>7. Completes the Leadership Development Plan.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs employee payroll information.</li> <li>2. Prints and distributes employee payroll checks.</li> <li>3. Makes business expense payments.</li> <li>4. Opens Utility account.</li> <li>5. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>FILE CLERK</b></p> <ol style="list-style-type: none"> <li>1. Prepares teller cash drawers and completes associated paperwork.</li> <li>2. Ensures tellers have consistent supply of cash for citizen withdrawals.</li> <li>3. Files citizen banking paperwork.</li> <li>4. Fills in for Savings and Loan Officer, if necessary.</li> </ol>	<p style="text-align: center;"><b>SAVINGS &amp; LOAN OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Accepts business loan applications for processing by Bank CEO.</li> <li>2. Completes survey about citizen savings practices.</li> <li>3. Assists customers as they open a personal savings account.</li> </ol>
<p style="text-align: center;"><b>SECURITY OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Provides Bank security.</li> <li>2. Reviews laws to be enforced at <i>JA BizTown</i>.</li> <li>3. Determines fines for violations.</li> <li>4. Issues tickets to citizens in violation of laws.</li> <li>5. Manages the collection of fines.</li> </ol>	<p style="text-align: center;"><b>TELLER</b></p> <ol style="list-style-type: none"> <li>1. Delivers business deposit bags.</li> <li>2. Delivers citizen ID cards.</li> <li>3. Greets customers as they visit the bank.</li> <li>4. Accepts citizen's checking deposits and hands appropriate cash back.</li> <li>5. Records customer's banking transactions in computer system.</li> <li>6. Balances cash drawers.</li> <li>7. Accepts cash business deposits.</li> </ol>
<p style="text-align: center;"><b>VIDEO TELLER</b></p> <ol style="list-style-type: none"> <li>1. Greets customers as they visit the ITM.</li> <li>2. Accepts citizen's checking deposits and processes appropriate cash back.</li> <li>3. Records customer's banking transactions in computer system.</li> <li>4. Provides citizen account balance inquiries.</li> <li>5. Balances cash drawer.</li> </ol>	

# Bank – Wells Fargo BizPrep

## Business Overview

Leading financial institution in the town provides business loans and personal checking and savings services for citizens.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Prepares the Bank Charter.</li> <li>2. Processes Business Loan Applications.</li> <li>3. Signs all business payroll checks.</li> <li>4. Oversees business operations and makes business decisions.</li> <li>5. Distributes business supplies.</li> <li>6. Signs Insurance Policy and Lease Agreement.</li> <li>7. Completes the Leadership Development Plan.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Inputs employee payroll information.</li> <li>2. Prints and distributes employee payroll checks.</li> <li>3. Makes business expense payments.</li> <li>4. Opens Utility account.</li> <li>5. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>FILE CLERK</b></p> <ol style="list-style-type: none"> <li>1. Prepares teller cash drawers and completes associated paperwork.</li> <li>2. Ensures tellers have consistent supply of cash for citizen withdrawals.</li> <li>3. Files citizen banking paperwork.</li> <li>4. Fills in for Savings and Loan Officer, if necessary.</li> </ol>	<p style="text-align: center;"><b>SAVINGS &amp; LOAN OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Accepts business loan applications for processing by Bank CEO.</li> <li>2. Completes survey about citizen savings practices.</li> <li>3. Assists customers as they open a personal savings account.</li> </ol>
<p style="text-align: center;"><b>SECURITY OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Provides Bank security.</li> <li>2. Reviews laws to be enforced at <i>JA BizTown</i>.</li> <li>3. Determines fines for violations.</li> <li>4. Issues tickets to citizens in violation of laws.</li> <li>5. Manages the collection of fines.</li> </ol>	<p style="text-align: center;"><b>TELLER</b></p> <ol style="list-style-type: none"> <li>1. Delivers business deposit bags.</li> <li>2. Delivers citizen ID cards.</li> <li>3. Greets customers as they visit the bank.</li> <li>4. Accepts citizen's checking deposits and hands appropriate cash back.</li> <li>5. Records customer's banking transactions in computer system.</li> <li>6. Balances cash drawers.</li> <li>7. Accepts cash business deposits.</li> </ol>

# Broadcast BizPrep

## Business Overview

Transmits live radio throughout the day and records television news and advertising.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Works with employees to determine pricing of citizen song requests.</li> <li>6. Signs Insurance Policy and Leasing Agreement.</li> <li>7. Writes television editorial and records it for the broadcast video.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>AD EXECUTIVE</b></p> <ol style="list-style-type: none"> <li>1. Prepares and sends advertising invoices.</li> <li>2. Collects Radio advertisements and delivers to the DJ to read on the air.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Greets customers, assists them with song requests, and processes payments.</li> <li>5. Solicits song requests from JA Staff.</li> </ol>	<p style="text-align: center;"><b>DJ</b></p> <ol style="list-style-type: none"> <li>1. Selects music for airtime.</li> <li>2. Completes scheduling of on-air play list, news and sports reports, ads, weather, announcements, etc. to avoid “dead air”.</li> <li>3. Clearly reads ads, announcements, and song requests with enthusiasm and energy.</li> </ol>
<p style="text-align: center;"><b>IN STUDIO: CAMERA OPERATOR</b></p> <ol style="list-style-type: none"> <li>1. Reviews and understands processes for effective filming and how to operate camera equipment.</li> <li>2. Films Opening Town Meeting.</li> <li>3. Films business ads and studio interviews.</li> <li>4. Works in close partnership with the Production Assistant and TV Anchor.</li> </ol>	<p style="text-align: center;"><b>IN STUDIO: TV ANCHOR</b></p> <ol style="list-style-type: none"> <li>1. Writes, practices, and reads an introductory speech on camera.</li> <li>2. Works in close partnership with the Camera Operator and Production Assistant to film television advertisements from all businesses.</li> <li>3. Conducts on camera interviews with business representatives.</li> </ol>
<p style="text-align: center;"><b>IN STUDIO: PRODUCTION ASSISTANT</b></p> <ol style="list-style-type: none"> <li>1. Works as a team with the In Studio TV Anchor and Camera Operator.</li> <li>2. Collects television ads from businesses and escorts a business representative to the television studio to read that ad on camera.</li> <li>3. Helps organize business representatives for on camera interviews with the TV Anchor.</li> <li>4. Holds interview cue cards to assist in smooth interviews.</li> </ol>	<p style="text-align: center;"><b>REMOTE TEAM: REPORTER</b></p> <ol style="list-style-type: none"> <li>1. Interviews citizens for newsworthy stories.</li> <li>2. Works in partnership with Remote Team Camera Operator to film stories.</li> <li>3. Writes news stories utilizing the reporter guidelines.</li> <li>4. Works with DJ to schedule time to read news stories on air.</li> </ol>
<p style="text-align: center;"><b>REMOTE TEAM: CAMERA OPERATOR</b></p> <ol style="list-style-type: none"> <li>1. Reviews and understands processes for effective filming and how to operate camera equipment.</li> <li>2. Films all interviews conducted by Remote Team Reporter.</li> </ol>	

# Career Center BizPrep

## Business Overview

Offers individuals the opportunity to gain knowledge about thriving career industries in our region and operates a retail storefront.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Works with employees to determine pricing of products and career counseling goals.</li> <li>6. Signs Insurance Policy and Leasing Agreement.</li> <li>7. Works with Sales Associate(s) to reorder additional inventory, if needed.</li> <li>8. Prepares and gives speech at the Opening Town Meeting.</li> <li>9. Completes grant proposal and goals paperwork.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>CAREER COUNSELOR</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to set goals.</li> <li>2. Learns career counseling tools in order to be able to assist customers.</li> <li>3. Greets customers and assists them with completing personality assessment.</li> <li>4. Encourages citizens to participate in career exploration.</li> <li>5. Assists Sales Associate, as needed.</li> </ol>	<p style="text-align: center;"><b>SALES ASSOCIATE</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to determine product prices.</li> <li>2. Sets up Point of Sale system.</li> <li>3. Prepares sales area with product display.</li> <li>4. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>5. Uses inventory loss prevention tools to limit losses.</li> <li>6. Works with CEO to reorder additional inventory, if needed.</li> </ol>

# City Hall BizPrep

## Business Overview

The center of government and social services. It is responsible for collecting taxes, operating a postal center and animal shelter, and assisting citizens in all matters.

<p style="text-align: center;"><b>MAYOR (CEO)</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Signs Insurance Policy and Leasing Agreement.</li> <li>5. Prepares and gives speech at the Opening and Closing Town Meetings, if time permits.</li> <li>6. Prepares and delivers Certificate of Appreciation to all volunteers.</li> <li>7. Interviews citizens, teachers, and volunteers for award nominations.</li> <li>8. Prepares certificates for various awards.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>ADMINISTRATIVE ASSISTANT</b></p> <ol style="list-style-type: none"> <li>1. Distributes business supplies.</li> <li>2. Handles office tasks and organizes Mayor.</li> <li>3. Greets and assists all visitors.</li> <li>4. Prepares voting system and checks citizens in to vote, if there is no Voting Specialist.</li> <li>5. Ensure the office runs smoothly and assists other employees as needed.</li> </ol>	<p style="text-align: center;"><b>IRS AGENT</b></p> <ol style="list-style-type: none"> <li>1. Completes <i>JA BizTown</i> census to record official population.</li> <li>2. Signs the 501(c)3 form for the Non-Profit Agent.</li> <li>3. Collects personal income taxes from citizens.</li> <li>4. Prepares and sends tax invoices.</li> </ol>
<p style="text-align: center;"><b>MAIL CARRIER</b></p> <ol style="list-style-type: none"> <li>1. Distributes supply bins to businesses in the morning.</li> <li>2. Collects friendly letters from the central mailbox.</li> <li>3. Sorts, tallies, and stamps friendly letters. Delivers processed mail to individual citizens.</li> </ol>	<p style="text-align: center;"><b>SHELTER DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Reads about animal characteristics and traits.</li> <li>2. Educates the public about the problem of homeless animals.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Assists citizens in adopting an appropriate pet for their lifestyle.</li> <li>5. Collects donations to support the Animal Shelter.</li> <li>6. Conducts a drawing for a "Lucky Duck" winner.</li> <li>7. Prepares and gives speech at the Closing Town Meetings, if time permits.</li> </ol>
<p style="text-align: center;"><b>SHELTER ASSISTANT</b></p> <ol style="list-style-type: none"> <li>1. Reads about animal characteristics and traits.</li> <li>2. Finds all lost pets and returns them to shelter.</li> <li>3. Helps with Point of Sale system.</li> <li>4. Assists citizens in adopting an appropriate pet for their lifestyle.</li> </ol>	<p style="text-align: center;"><b>VOTING SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Welcomes and greets visitors to City Hall.</li> <li>2. Prepares voting system and checks citizens in to vote.</li> <li>3. Prepares end of day voting results report.</li> <li>4. Assists others as needed.</li> </ol>

# Construction Company BizPrep

## Business Overview

A construction company that brings to life the dreams of its customers. Will plan and build a three dimensional structure for *JA BizTown*.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Prepares and sends electric utility invoices.</li> <li>6. Signs Insurance Policy and Rental Agreement.</li> <li>7. Completes the Leadership Development Plan.</li> <li>8. Prepares and gives speech at the Opening and Closing Town Meetings, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>ESTIMATOR</b></p> <ol style="list-style-type: none"> <li>1. Estimates materials needed for a chosen building project.</li> <li>2. Works closely with the construction team to make sure enough materials are available for their chosen project.</li> <li>3. Leads the building prototyping to make sure estimates are accurate before the final building is started.</li> </ol>	<p style="text-align: center;"><b>FIELD SUPERVISOR</b></p> <ol style="list-style-type: none"> <li>1. Leads the construction team in building the project as the plans detail.</li> <li>2. Reads construction plans and directs the workers in the work to be done.</li> <li>3. Reports progress to the Project Manager when requested.</li> <li>4. Adheres to safety measures to make sure there is a safe work environment.</li> </ol>
<p style="text-align: center;"><b>PROJECT MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Works with the customer to identify project scope.</li> <li>2. Responsible for managing the entire building project from budget to finances.</li> <li>3. Provides the customer with frequent progress updates.</li> <li>4. Works with construction team to make sure the work is done on time.</li> </ol>	<p style="text-align: center;"><b>SAFETY DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Conducts safety training for all employees.</li> <li>2. Watches job site and workers for safety violations.</li> <li>3. Completes safety paperwork.</li> <li>4. Works with injured employees to make sure they receive prompt medical attention.</li> </ol>

# Education BizPrep

## Business Overview

Teaches individuals the skills and knowledge to have the career of their dreams. This business uses the latest technology to educate its students.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> <li>7. Completes the grant application.</li> </ol>
<p style="text-align: center;"><b>ENROLLMENT SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Assists citizens with learning about degree opportunities.</li> <li>2. Track iPads loaned out for the QR hunt activity.</li> <li>3. Conduct degree quizzes.</li> <li>4. Prepare diplomas for degree recipients.</li> <li>5. Provide backup support for Faculty.</li> </ol>	<p style="text-align: center;"><b>FACULTY</b></p> <ol style="list-style-type: none"> <li>1. Learn and become an expert with the virtual reality technology.</li> <li>2. Facilitate and manage VR Experience throughout the day.</li> <li>3. Educate citizens on how to use the VR Experience.</li> <li>4. Provide backup support for Enrollment Specialist.</li> </ol>

# Entertainment Center BizPrep

## Business Overview

We work hard to make JA BizTown a fun place to visit. We offer arcade games and party planning opportunities.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>ARCADE MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Sets up Point of Sale system.</li> <li>2. Prepares arcade area.</li> <li>3. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>4. Uses inventory loss prevention tools to limit losses.</li> </ol>	<p style="text-align: center;"><b>MARKETING MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Designs and executes a marketing plan for the business.</li> <li>2. Uses marketing tools to promote services to individuals and businesses.</li> <li>3. Sets goals for the success of the business.</li> <li>4. Designs website to market services of the business.</li> </ol>
<p style="text-align: center;"><b>PARTY HOST</b></p> <ol style="list-style-type: none"> <li>1. Gets familiar with the system of selling and planning corporate parties.</li> <li>2. Visits businesses to sell corporate entertainment packages.</li> <li>3. Prepares and sends invoices to businesses who purchase party packages for their employees.</li> <li>4. If time allows, plans a volunteer appreciation celebration.</li> </ol>	



# Farnsworth Lab BizPrep

## Business Overview

An innovation lab where creative people can collaborate and share their thoughts to launch product or service ideas.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>HISTORIAN</b></p> <ol style="list-style-type: none"> <li>1. Becomes familiar with the history of Philo T. Farnsworth and the development of modern-day televisions.</li> <li>2. Promotes educational opportunities by operating a kiosk with historical entrepreneurial information.</li> <li>3. Conducts a citizen participation drawing.</li> </ol>	<p style="text-align: center;"><b>NEW BUSINESS BUILDER</b></p> <ol style="list-style-type: none"> <li>1. Brainstorms new creative business ideas.</li> <li>2. Evaluates these new ideas with a collaborative team.</li> <li>3. Gets feedback and market evaluations from citizens.</li> <li>4. Prototypes and markets the new concept to launch idea.</li> </ol>
<p style="text-align: center;"><b>PROTOTYPE TECHNICIAN</b></p> <ol style="list-style-type: none"> <li>1. Reads literature about the usefulness of 3D printing.</li> <li>2. Designs new prototypes using provided software.</li> <li>3. Operates the 3D printer to create objects.</li> <li>4. Provides 3D printed objects to Historian for citizen participation drawing.</li> </ol>	

# Healthcare BizPrep

## Business Overview

Offers citizens Wellness Exams to educate patients about their health. The clinic also promotes personal healthy lifestyle through fitness activity, assessments, and public service announcements.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>PATIENT REGISTRAR</b></p> <ol style="list-style-type: none"> <li>1. Distributes healthcare vouchers.</li> <li>2. Informs businesses of financial benefits that result from healthy employees.</li> <li>3. Responsible for checking in citizens for the wellness exam.</li> <li>4. Collects healthcare vouchers for the end-of-day Healthcare drawing.</li> <li>5. Keep accurate records for citizens that have completed their wellness exam.</li> <li>6. Delivers incentive checks to businesses when 75% of their employees have completed wellness exams.</li> </ol>	<p style="text-align: center;"><b>PERSONAL TRAINER</b></p> <ol style="list-style-type: none"> <li>1. Becomes familiar with the materials and equipment (Wii).</li> <li>2. Conducts health assessment survey.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Assists customers with fitness activities.</li> </ol>
<p style="text-align: center;"><b>REGISTERED NURSE</b></p> <ol style="list-style-type: none"> <li>1. Writes public service announcements (PSAs) about provided healthcare topics.</li> <li>2. Becomes familiar with the pulse oximeter.</li> <li>3. Conducts citizen Wellness Exams.</li> <li>4. Prepares and gives speech at the Closing Town Meeting, if time permits.</li> </ol>	

# Leader Institute BizPrep

## Business Overview

A company designed to identify and develop emerging leaders within the community.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>FACILITATOR</b></p> <ol style="list-style-type: none"> <li>1. Becoming an expert on assembling the leadership experience.</li> <li>2. Sets up POS system for sales.</li> <li>3. Prepares leadership experience for customers.</li> <li>4. Greets customers and conducts short briefings to explain the objectives.</li> <li>5. Resets leadership experience to accommodate the next customers.</li> </ol>	<p style="text-align: center;"><b>INVESTMENT OFFICER</b></p> <ol style="list-style-type: none"> <li>1. Establishing relationships with businesses leadership.</li> <li>2. Identifies businesses worthy of investment opportunities and distributes investment application paperwork.</li> <li>3. Oversees the selection process of rewarding businesses that are identified.</li> <li>4. Prepares and gives speech at the Closing Town Meeting, if time permits.</li> </ol>
<p style="text-align: center;"><b>LEADERSHIP COACH</b></p> <ol style="list-style-type: none"> <li>1. Prepares and distributes leadership inquiry form to businesses.</li> <li>2. Getting nominations for emerging leaders within the community.</li> <li>3. Provides leadership coaching services to businesses.</li> <li>4. Prepares and sends invoices to businesses receiving coaching services.</li> <li>5. Writes a recommendations report with evaluations and solutions.</li> </ol>	

# Newspaper BizPrep

## Business Overview

Writes and produces the *JA BizTown* Newspaper. It's a thriving daily newspaper serving *JA BizTown* citizens which has a circulation average of 75 per day.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Writes CEO editorial for newspaper.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>AD EXECUTIVE</b></p> <ol style="list-style-type: none"> <li>1. Sets up Point of Sale system (POS).</li> <li>2. Collects advertisements from each business.</li> <li>3. Prepares and sends advertising invoices.</li> <li>4. Sells pre-sale tickets for newspaper.</li> <li>5. Assists with selling the newspaper.</li> </ol>	<p style="text-align: center;"><b>EDITOR</b></p> <ol style="list-style-type: none"> <li>1. Oversees the layout of the advertisements, articles, and photographs for the newspaper.</li> <li>2. Proofreads all submitted articles and advertisements.</li> <li>3. Prepares newspapers for sale.</li> <li>4. Assists with selling the newspaper.</li> </ol>
<p style="text-align: center;"><b>PHOTOGRAPHER</b></p> <ol style="list-style-type: none"> <li>1. Takes photographs of <i>JA BizTown</i> officials, citizens, etc. at town events for the newspaper layout.</li> <li>2. Visits each business and photographs employees.</li> <li>3. Acts as paparazzi to gather fun photos of the <i>JA BizTown</i> visit.</li> </ol>	<p style="text-align: center;"><b>REPORTER</b></p> <ol style="list-style-type: none"> <li>1. Conducts interviews to be used in newspaper articles.</li> <li>2. Writes news stories for placement into the newspaper layout.</li> <li>3. Assists with selling the newspaper.</li> </ol>

# Professional Office BizPrep

## Business Overview

Offers professional services by true professionals. This office park is comprised of small business owners ready to serve the public.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Prepares and sends professional services invoices.</li> <li>6. Signs Insurance Policy and Rental Agreement.</li> <li>7. Completes the Business Improvement Plan.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>ATTORNEY</b></p> <ol style="list-style-type: none"> <li>1. Reviews and signs legal documents (i.e. loan agreements, rental agreements, bank charter, non-profit charter).</li> <li>2. Investigates criminal case(s) and prepares case results and recommendations.</li> <li>3. Prepares and gives speech at the Closing Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CPA</b></p> <ol style="list-style-type: none"> <li>1. Discusses Inventory Loss Prevention with retail shops.</li> <li>2. Audits business financial records.</li> <li>3. Educates CFO on loan payoff tracking.</li> <li>4. Visits the Supply Center to verify inventory accuracy.</li> </ol>
<p style="text-align: center;"><b>ENVIRONMENTAL SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Collects and weighs paper recycling.</li> <li>2. Prepares and sends recycling invoices.</li> <li>3. Conducts recycling survey.</li> </ol>	<p style="text-align: center;"><b>FINANCIAL ADVISOR</b></p> <ol style="list-style-type: none"> <li>1. Markets to citizens the opportunity to invest a portion of their savings in a stock portfolio.</li> <li>2. Greets customers and assists them in opening a stock portfolio.</li> <li>3. Provides financial education.</li> <li>4. Tracks citizen participation for end of day reporting.</li> <li>5. Works with Broadcast DJ to have closing stock prices read On Air.</li> <li>6. Prepares and gives speech at the Closing Town Meeting, if time permits.</li> </ol>
<p style="text-align: center;"><b>INSURANCE AGENT</b></p> <ol style="list-style-type: none"> <li>1. Issues Insurance Policies to each <i>JA BizTown</i> business to cover property damage and liability.</li> <li>2. Determines validity and processes business insurance claim form and payment.</li> </ol>	<p style="text-align: center;"><b>LEASING AGENT</b></p> <ol style="list-style-type: none"> <li>1. Completes lease agreement for each <i>JA BizTown</i> business.</li> <li>2. Collects and stores the "For Lease" signs.</li> <li>3. Fills in for Investment Advisor, if necessary</li> </ol>
<p style="text-align: center;"><b>PROPERTY APPRAISER</b></p> <ol style="list-style-type: none"> <li>1. Measures/surveys each business noting size and other relevant and required information.</li> <li>2. Completes property appraisal for each business.</li> <li>3. Posts completed property appraisals in each business.</li> </ol>	

# Restaurant BizPrep

## Business Overview

A food service business that offers popcorn and pop for purchase to the *JA BizTown* citizens.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Trains staff in food safety procedures.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>BEVERAGE MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Prepares lunch area, sets up chairs, tables, cleans area, etc.</li> <li>2. Maintains a clean work environment.</li> <li>3. Monitors beverage supply inventory and works with CEO if reorders are necessary.</li> <li>4. Assists and substitutes for Sales Manager as needed.</li> </ol>	<p style="text-align: center;"><b>FLOOR MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Prepares lunch area, sets up chairs, tables, cleans area, etc.</li> <li>2. Wipes tables and chairs, sweeps floor, and empties trash bins in restaurant.</li> <li>3. Talks with customers to be sure they are satisfied with the service.</li> <li>4. Handles any spill or cleanliness issues in customer eating areas.</li> </ol>
<p style="text-align: center;"><b>FOOD MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Prepares lunch area, sets up chairs, tables, cleans area, etc.</li> <li>2. Maintains a clean work environment.</li> <li>3. Prepares food (popcorn) items for sale.</li> <li>4. Monitors food supply inventory and works with CEO if reorders are necessary.</li> <li>5. Assists and substitutes for Sales Manager as needed.</li> </ol>	<p style="text-align: center;"><b>SALES MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Prepares lunch area, sets up chairs, tables, cleans area, etc.</li> <li>2. Maintains a clean work environment.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Takes customer orders, receives payment, and delivers food and/or beverage items to customers.</li> <li>5. Forwards collected cash payments to CFO for deposit.</li> </ol>

# Retail BizPrep

## Business Overview

Retail store dedicated to marketing, selling, and producing quality designed products.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>DESIGNER</b></p> <ol style="list-style-type: none"> <li>1. Designs items to achieve the Vera Bradley brand vision.</li> <li>2. Surveys opinions of others on design concepts.</li> <li>3. Makes improvements to designs as appropriate.</li> <li>4. Submits designs for final approval.</li> <li>5. Assists customers with creating custom designs.</li> </ol>	<p style="text-align: center;"><b>MARKETING MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Creates strategies to market products being sold to businesses.</li> <li>2. Sets up goals for the success of the business.</li> <li>3. Designs creative marketing campaigns.</li> <li>4. Designs a website to market services of the business.</li> <li>5. Prepares and sends invoices once businesses have selected products.</li> </ol>
<p style="text-align: center;"><b>SALES ASSOCIATE</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to determine product prices.</li> <li>2. Assists Store Manager with setting up Point of Sale system.</li> <li>3. Prepares sales area with product display.</li> <li>4. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>5. Uses inventory loss prevention tools to limit losses.</li> <li>6. Works with CEO to reorder additional inventory, if needed.</li> </ol>	<p style="text-align: center;"><b>STORE MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Ensures retail staff keeps store image and organizational standards.</li> <li>2. Works with CEO to determine product prices.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Prepares sales area with product display.</li> <li>5. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>6. Uses inventory loss prevention tools to limit losses.</li> <li>7. Works with CEO to reorder additional inventory, if needed.</li> </ol>

# Science & Industry BizPrep

## Business Overview

Provides magnet wire to businesses, conducts a scientific research, and operates a retail storefront.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Works with employees to determine pricing of products.</li> <li>6. Signs Insurance Policy and Rental Agreement.</li> <li>7. Completes the Leadership Development Plan.</li> <li>8. Works with Sales Associate(s) to reorder additional inventory, if needed.</li> <li>9. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>ENGINEER</b></p> <ol style="list-style-type: none"> <li>1. Completes Wire Tester certification.</li> <li>2. Measures all wire with calipers or LaserMike machine to ensure the wire fits material standards.</li> <li>3. Sorts wire into the correct bin.</li> <li>4. Becomes familiar with the research quiz questions and answers.</li> <li>5. Encourages citizen participation in research quiz.</li> <li>6. Tracks citizen participation in research for end-of-day financial subsidy.</li> </ol>	<p style="text-align: center;"><b>NON PROFIT DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Selects worthwhile non-profit community project(s) to support.</li> <li>2. Sets the fundraising goal.</li> <li>3. Delivers a non-profit donation container to each business and collects at end of day.</li> <li>4. Collects philanthropy pledge from each business.</li> <li>5. Prepares and sends non-profit invoices.</li> <li>6. Completes and delivers philanthropy certificates to businesses.</li> <li>7. Prepares and gives speech at the Closing Town Meeting, if time permits.</li> </ol>
<p style="text-align: center;"><b>SALES ASSOCIATE</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to determine product prices.</li> <li>2. Sets up Point of Sale system.</li> <li>3. Prepares sales area with product display.</li> <li>4. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>5. Uses inventory loss prevention tools to limit losses.</li> <li>6. Works with CEO to reorder additional inventory, if needed.</li> </ol>	<p style="text-align: center;"><b>SUPPLY CHAIN MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Calculates customers bill based on a pricing worksheet.</li> <li>2. Prepares and sends invoices based on customer's order.</li> <li>3. Prepares wire orders for shipment.</li> </ol>



# Sports Marketing BizPrep

## Business Overview

Professional sports team that promotes the organization via various marketing techniques, group ticket and individual merchandise sales.

<p style="text-align: center;"><b>CEO (TEAM PRESIDENT)</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>4. Works with employees to determine pricing of products.</li> <li>5. Signs Insurance Policy and Rental Agreement.</li> <li>6. Completes Leadership Development Plan.</li> <li>7. Works with Sales Associate(s) to reorder additional inventory, if needed.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Makes business deposits and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>CORPORATE SALES MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Prepares sales proposal for selling game tickets, arena signage, and group outings to businesses.</li> <li>2. Creates and sends sales invoices.</li> <li>3. Welcomes visitors to arena.</li> <li>4. Designs website to promote ticket sales and build team fan base.</li> <li>5. Assists Sales Associate, as needed.</li> </ol>	<p style="text-align: center;"><b>MEDIA RELATIONS MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Writes post game recap stories for print, radio, and television media.</li> <li>2. Submits newspaper story for publication by deadline.</li> <li>3. Provides on air radio sports game recap segment.</li> <li>4. Interviews with the Broadcast TV Anchor.</li> </ol>
<p style="text-align: center;"><b>SALES ASSOCIATE</b></p> <ol style="list-style-type: none"> <li>1. Works with CEO to determine product prices.</li> <li>2. Sets up Point of Sale system.</li> <li>3. Prepares sales area with product display.</li> <li>4. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>5. Uses inventory loss prevention tools to limit losses.</li> </ol>	

# Utility Company BizPrep

## Business Overview

Provides electric power to run JA BizTown. Energy conservation and safety education are also provided services by this company.

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits loan application.</li> <li>2. Signs all business payroll checks.</li> <li>3. Oversees business operations and makes business decisions.</li> <li>4. Distributes business supplies.</li> <li>5. Signs Insurance Policy and Lease Agreement.</li> <li>6. Completes the Leadership Development Plan.</li> <li>7. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Obtains bank loan.</li> <li>2. Inputs employee payroll information.</li> <li>3. Prints and distributes employee payroll checks.</li> <li>4. Opens Utility account.</li> <li>5. Makes business expense payments.</li> <li>6. Provides business customers with feedback about outstanding loan balances.</li> </ol>
<p style="text-align: center;"><b>ACCOUNT MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Completes and distributes Utility Applications to all JA BizTown businesses.</li> <li>2. Prepares and sends utility invoices.</li> <li>3. Dims the lights to all JA BizTown businesses.</li> <li>4. Keeps track of invoice payments received.</li> <li>5. Initiates lights to full power when a business has paid invoice.</li> <li>6. Sets up POS System to sell consumer products.</li> </ol>	<p style="text-align: center;"><b>ENERGY ADVISOR</b></p> <ol style="list-style-type: none"> <li>1. Informs each business CEO of energy audit process.</li> <li>2. Performs energy audit.</li> <li>3. Changes filters.</li> <li>4. Prepares and presents energy saver certificates.</li> <li>5. Assists others, as needed.</li> </ol>
<p style="text-align: center;"><b>METER READER</b></p> <ol style="list-style-type: none"> <li>1. Completes all paperwork.</li> <li>2. Reads utility meters in each business and records usage.</li> <li>3. Assists Account Manager, as needed.</li> </ol>	<p style="text-align: center;"><b>SAFETY SPECIALIST</b></p> <ol style="list-style-type: none"> <li>1. Distributes natural gas safety information to all citizens.</li> <li>2. Surveys each business noting safety devices and other relevant and required information.</li> <li>3. Conducts safety audit of each business and reports areas of improvement to business CEO.</li> <li>4. Posts safety audit in each business.</li> </ol>