You are responsible for the smooth operation of the Wellness Center. Many customers will be visiting your business during the day to interact with the health related displays and to purchase health related products. Be certain that all employees are familiar with their responsibilities and are courteous to customers.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone’s help before it opens.

2. You should have your BizPrep Packet from school. Give the Business Costs Sheet to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

3. Order Start-Up Supplies using the CEO computer
   a. Select the “Place Order” tab along the left side.
   b. Review the order and select PLACE ORDER.
   c. Distribution & Delivery will deliver the supplies to your office. You will be billed for these supplies.

4. Sign all Payroll checks, after the CFO has printed them.

5. Meet with the Health Care Manager about supply orders and the POS system.
   1. After you have received the Start-Up Order of your business’ scarce items, use the Distribution & Delivery Center Inventory Sheet from the bin to check the items. Sign the inventory sheet and keep it in the business.
   2. Begin setting prices for your scarce products. Remember, these items cannot be reordered.
   3. Place a Re-Order on the CEO computer using the Merchandise Catalogue and the Ordering Supplies Instructions. Use your Reorder Balance Form to help with your reorder budget. You have $5.00 budgeted for your reorder.
   4. After you receive your Supply Re-Order, use the Distribution & Delivery Center Inventory Sheet from the bin to check the items and begin setting prices. No item sells for under $2.00. Use the laminated Pricing Worksheet to help assist you in setting prices and calculating the potential income.
   5. The Health Care Manager will use the POS Setup and Sales Instructions to setup the Point of Sale Computer.
   6. Remind those helping with sales that the Wellness Center accepts CHECKS and DEBIT CARDS only. No cash. Give the checks to the CFO to deposit.

5. Following the Pledge of Allegiance, take the Loan Application and the Promissory Note to the Bank CEO to apply for your business loan.
6. Locate the laminated CEO Speech Guidelines in your yellow folder and practice with your volunteer. You will give this speech at the Opening Town Meeting.

7. Use the Billing Computer (at your desk) and the Wellness Center Payment Checklist, follow the on-screen directions and print a $2.00 invoice for each business. Keep track of the invoices you print by marking an “X” in the “Invoice Printed” column of the checklist. After invoices are printed, do the following:

   a. Locate the Wellness Center Address stamp and the ink pad.
   b. Using the envelopes provided, stamp the center of each envelope with the Wellness Center address stamp.
   c. Mark an “X” on the checklist under envelopes complete column.
   d. Put the completed envelopes and the completed invoices in the folder labeled “Completed Invoices and Envelopes”.

8. Using your checklist, begin to deliver the invoices and envelopes to each CFO. Mark an “X” in the column Invoice and Envelope Delivered.

   a. Locate blue insurance cards in supply bin from Distribution & Delivery Center. Take the cards and the invoices and envelopes to each business. Ask CEO how many employees are in the business. Give CEO a blue insurance card for each employee to distribute to their employees. EXPLAIN to CEO that employees can come to the Wellness Center and show their blue insurance card for a free health check-up.

9. Meet with your employees and ensure that they understand what they will be doing today.

10. Sign the Rental Agreement when the Property Manager brings it to your business.

11. Allow the Non-Profit Director to place a container for individual contributions in your business. Give them your Philanthropy Pledge Sheet. Encourage your employees to contribute. The Non-Profit Director will return later for the container. Remember, this container is for your employees to use when making a donation, if they wish to do so.

12. Give the Attorney the Case #3 Clue Envelope on your desk when they come to collect it.

13. Check the business mailbox often. It is located outside your business.

14. During the second afternoon shopping break (Yellow), ask your CFO if all businesses have paid their invoice. If a business has not yet paid, go to that business CFO and ask if the payment has been mailed. If not, ask for the payment and hand carry the check back to your shop.

15. Supervise your staff to be certain that schedules are followed, that everyone does their job, and that everyone works together as a team.

16. Assist with business clean up at the end of the day. The CEO does not give a Closing Speech.
Good morning, my name is ________________________________

(your name)

I am the CEO of ________________________________

(business’ name)

We offer peace of mind by providing health insurance at a reasonable cost. Your business has agreed to purchase health insurance for all employees today and will give you a health insurance card. Please fill out the card and bring it with you when you come in on your break for a health assessment.

We also sell items to keep you stress free and healthy. Be sure to check out the items we have available for you today!

Thank you!!