Your business is responsible for producing JA BizTown tokens out of pennies using the penny press with the help of a robot. Make sure that you are familiar with your responsibilities and the safety instructions.

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. With your Volunteer Facilitator, review the project you will be working on today.

3. Attend any meetings called by the CEO.


5. Work closely with the Automation Engineer and the Production/Machine Operator.

6. Make sure to fill out your Quality Manager Assessment Checklist. You are responsible for making sure your products are of good quality.

7. Work hard to help your business meet your production goal and to make the highest quality products possible.

8. Put pennies not approved in the labeled container in your business.

9. When you are done inspecting the pennies, let a JA Staff person know.

10. Assist with business clean up at the end of the day.