

## Staff Meeting Scripts

*Staff meetings are times when you will take charge to lead the group. Gather the students together in a small group away from distractions, and follow these scripts to complete the required agendas.*

### Staff Meeting #1 (10-15 minutes)

To be conducted once your CEO and CFO are released to your business after training.

#### AGENDA

1. Introductions & review of responsibilities
2. Review checkbook preparation for breaks
3. Discuss goals and teamwork

1. Introduce yourself first, and then meet the students in your group. Use the following questions to review employee responsibilities, and pass out break buttons:

ASK: *Who is the CFO?* (student answer)

READ: *The bulleted job descriptions located in this Volunteer Manual.*

(Give him/her the CFO break button. Write his/her name next to their break color on the **Students Listed by Break** sheet.)

ASK: *Who is the CEO?* (student answer) (Note: The Biz Center does not have a CEO – in this business the Attorney and the CFO share the CEO responsibilities)

READ: *The bulleted job descriptions located in this Volunteer Manual.*

(Give him/her the CEO break button. Write his/her name next to their break color on the **Students Listed by Break** sheet.)

ASK: *Who is the “Job A”?* (student answer)

READ: *The bulleted job descriptions located in this Volunteer Manual.*

(Pass out a Sales Manager break button to each student. Write their names next to their break color on the **Students Listed by Break** sheet.)

(Repeat for additional jobs in your business – each will be listed in the scripts in your volunteer manual at JA BizTown)

SAY: *In a few minutes, each of you will need to read your **Yellow Detailed Job Instructions** for specific instructions about how to do each of your duties. You should look at them frequently today to make certain that you are correctly handling all of your responsibilities.*

**2. Check that students have their checkbooks ready for the first trip to the Bank:**

SAY: *Our breaks won't begin until after the Opening Town Meeting. But, before we get started with our work, let's make sure our paperwork will be ready for making personal deposits at the Bank when it is time for break.*

(pass out checkbooks from the BizPrep Envelope.) **(This will come from the school)**

SAY: *Please turn in your checkbook to your first deposit ticket. You probably completed it at school. Is it finished? Let's check to be certain that you have entered the correct **net pay** amount on your deposit ticket.*

(Each child should know what he/she gets paid per paycheck. See the **Helpful Hints** sheet in this manual for a chart you can use to double check.)

SAY: *For our first break, everyone should be taking \$2.00 out in cash. Have you done that? (Be sure each student has filled out the deposit ticket and recorded their net deposit in their transaction register correctly. Remind them that cash can only be used for purchases at the Restaurant or for personal donations to the Memorial Foundation. Nowhere else accepts cash.)*

SAY: *After the Opening Town Meeting, you will get your paycheck from your CFO and endorse it. Then you will need to take your paycheck and your completed deposit ticket to the line outside the Bank.*

**3. Discuss the importance of teamwork and share their goals for the day.**

SAY: *Before each of you begins working, let's quickly talk about your business goals and team work today. What are some goals that you have for today? (You will only have a few minutes for this brief discussion. Be sure to point out their goal of paying off their loan and the importance of teamwork, customer service, communication and cooperation.)*

SAY: *Now you need to go to your work area and begin reading your yellow instructions. You can begin completing the tasks that you can do inside our business. A JA staff member will be by soon to check in and answer questions.*

***They may begin working inside the business. If their instructions tell them to leave the business, they are allowed to do so after the Pledge of Allegiance. A JA staff member will make an announcement when it is time to say the pledge.***

**Staff Meeting # 2  
(20 minutes)**

Conducted after the first set of breaks and before the second set of breaks begin.

*Make sure students have their checkbooks and a pencil for this meeting.*

**AGENDA**

- 1. Update transaction register for purchases made**
- 2. Record direct deposit and discuss cash withdrawal process**
- 3. Discuss the importance of saving and make savings choices**
- 4. Team discussion on business progress**

**1. Make sure students' transaction registers are up to date.**

SAY: *Before we talk about our next paychecks, let's compare our transaction register entries with the items we bought on our first break to be certain all purchases have been recorded.*

(Be sure students enter their transactions in the correct column as well as in the balance column of their transaction register. Have them add to get a new balance. Refer to the **Two-Line Method Example** in the back of this manual for examples and additional explanation. Compare registers with purchased items to be certain that employees are recording each purchase. If not, bring the registers up-to-date. Cash purchases should not be recorded in their registers.)

**2. Add next paycheck (direct deposit) to students' registers.**

SAY: *At school you each signed up for direct deposit, so your next paychecks will automatically be added to your checking accounts. This means that when your break color starts, you will NOT have to take your deposit to the Bank. But you do still need to record that you received this money. On the next line of your transaction register, add in this next paycheck direct deposit.*

(Be sure students enter their full net paycheck amount in the deposit column as well as in the balance column of their transaction register. Have them add to get a new balance.)

SAY: *The direct deposit has put your full paycheck into your account. You can go to the Bank to take out cash if you want to. Remember, the most cash you can withdrawal is \$2.00, and the only places that accept cash are Restaurant and Memorial Foundation. How many of you want to take out cash for your next break?*

(Help these students write a check to the Bank for the amount of cash they want. They then need to record this withdrawal in their transaction registers.)

**3. Discuss the importance of savings and write checks to transfer money into savings.**

SAY: *Next, we are going to talk about savings. It is important to set aside money in a savings account for several reasons. Why would you decide to transfer some of the money you've earned to a savings account?*

(Give students plenty of time to think and give answers. Make sure saving for something special and saving for unexpected expenses are discussed)

SAY: *So, we discussed that sometimes you want to buy something special and you need to save money to pay for it. What are some special things that you would want to save for?*

(Give students plenty of time to think and give answers. If you can think of one, tell a story from your childhood of a time when you had a savings goal)

SAY: *It is also important to set aside savings because life is unpredictable. You never know when an emergency will happen, or when you need quick access to money. Something unexpected may happen today at JA BizTown and those who have saved will be prepared. So, let's think about our savings plan.*

SAY: *All citizens are required to transfer a portion of the money they earn in JA BizTown to their savings account. The national personal savings rate for the US in 2017 was 2.4%. That means that on average, Americans saved 2.4% of their net income. So, in JA BizTown, the minimum amount that you can transfer to savings is \$0.50 which is about 3% of your net income. You have the choice to transfer more, so I will give you a minute to think about your savings choice.*

SAY: *To transfer money from your checking account to your savings account, you will need to write a check to the Bank for the amount that you are planning to transfer. You need to give the check to a Personal Banker sometime during your next break.*

(Help students write their savings check and record the transfer in their transaction register)

**For a Single Day visit**

SAY: *Your afternoon break is your last chance to go shopping, so watch your time carefully. Spend your money wisely, but remember you should spend all of it before leaving JA BizTown. You can't take it with you and other businesses are counting on you to spend your money so they can repay their loans!*

**For a Double Day visit**

SAY: *This break is your chance to go shopping, vote at City Hall, or get a health check-up. Be sure to watch your time carefully. Spend your money wisely, and remember to track it in your register. Whatever you don't spend today can be used tomorrow.*

**4. As time allows, discuss the first break rotation and ask the students how well they feel things are going today. Students should stay inside their business until you hear an announcement from JA Staff.**

**Staff Meeting #3  
(10 minutes)**

**DO NOT CONDUCT IF YOUR SCHOOL IS VISITING FOR TWO DAYS**  
Conducted at the end of the day after clean-up

**AGENDA**

- 1. Personal reflection**
- 2. Discussion on team successes/challenges**
- 3. Discussion of personal successes/challenges**

**1. Pass out the personal reflection page to each student located in the back of this manual. (THIS ACTIVITY MAY BE CUT BY JA STAFF DUE TO TIME CONSTRAINTS)**

*SAY: We are going to take some time to reflect on our personal JA BizTown experience. Please grab a pencil and spread out. I am going to pass out a reflection worksheet and give you 5-7 minutes to think and write your thoughts. This is an individual activity, so I should not hear talking.*

*(When students seem to have completed their reflection, call the group back together. Students can hold on to their reflection as you lead the group discussion.)*

**2. Focus discussion on the group's common goals.**

*ASK: How many of you remember what our business goals were today at JA BizTown? (Not only should the students mention paying off the loan, but the other important elements of teamwork, communication, and customer service as well.)*

*ASK: Did we meet those business goals? What struggles did we face along the way? (This discussion is somewhat subjective. Share your observations. Be sure to use a positive tone even when pointing out opportunities for improvement. Be careful not to single out an individual child's mistakes.)*

*ASK: What are some things that you learned about how a business becomes successful? (Lead students to briefly review and discuss the importance of teamwork, individual job responsibility, etc. necessary for a business to be successful.)*

**3. Have students reflect on their personal achievements from the day.**

*ASK: How many of you feel that you were personally successful today? Why? Why not? (Discuss the importance of being an effective business team member.)*

*SAY: Name some of the challenges of keeping an accurate personal transaction register. Name a benefit of keeping an accurate transaction register.*

*ASK: What are some things you learned today that you think will be helpful to you when you grow up and get a job for real?*

**Once your group has finished the discussion, please keep all students inside your business.  
JA Staff will collect the Biz Prep envelopes and student reflections.  
JA Staff will make an announcement when it is time to begin the Closing Town Meeting.**