



AT&T CEO

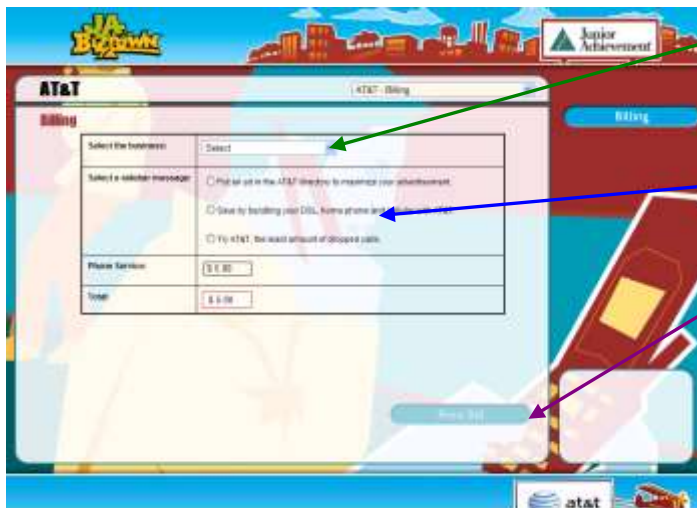
You are responsible for the smooth operation of the AT&T. *JA BizTown* businesses will pay your company for receiving AT&T service. Be certain that all employees are familiar with their responsibilities and are courteous to customers.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Keep your **JA Biz Prep** envelope in the black mesh holder on your desk.
2. Give a copy of **Request for Direct Deposit of Net Pay** to all employees and tell them to complete it. Collect the forms when they are finished.
3. Attend meeting at Mastercard to learn about debit transactions
4. Practice reading the **CEO Opening Town Meeting Speech**. The speech is on a clipboard on your desk.
5. Practice reading the prepared interview script. KPLR 11 will send an employee for you when it is time for the interview.
6. Sign and distribute the first paycheck to all employees.
7. During start-up time, begin to print an **AT&T Invoice** for each *JA BizTown* business. Use the **AT&T Billing Instructions** on the next page to complete the invoices. The invoice is for \$5.00 to cover the cost of phone service.
8. Show the **Professional Offices Pledge Card** to all employees in your office and ask for their support of United Way. Employees should check the amount they would like to pledge and write their initial to confirm the donation.
9. You will mail your invoices. When all invoices have been printed, they need to be addressed. You are in charge on making sure this gets done. Everyone should help so they will be mailed in a prompt manner. Following the directions on your **CEO Payment Checklist**, fold, address, and stamp the invoices for each *JA BizTown* business. **Stamps are on the CEO desk.**
10. As each **Invoice** is ready for mailing, mark an "X" in the column labeled "Invoice Mailed" on the **CEO Payment Checklist**. Mail the invoices in the central mailbox located in *JA BizTown* between First Bank and MasterCard.
11. Check to be certain that all invoices have been mailed.
12. **Go to next page for billing instructions.**

Billing Instructions

- You must prepare an invoice (bill) for each business to pay for its phone service.
- If you do not see the following screen, please see a JA staff member.



Select the business to be billed.

Select a message to be placed on the invoice.

Click on Print Bill.

● Send bills to:

- Biz Mart
- City Hall
- First Bank
- JA University
- KJAR
- KPLR 11
- Mastercard
- Monsanto
- Print Shop
- Professional Office
- Purina
- Smokehouse Market
- STL JA Wellness Center
- Tech Mahindra
- Utilities
- Warehouse

DURING THE FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.

1. Following the National Anthem, take the **Loan Application**, the **Promissory Note**, the **Requests for Direct Deposit of Net Pay** and the **Second Period Payroll Checks** to the **Business Window** at First Bank in the bank bag on your desk.
2. Sign all business checks after they have been printed by the CFO.
3. If you haven't finished printing the **AT&T Invoices**, complete the printing and mailing now.
4. KPLR 11 will send an employee for you when it is time for the interview.
5. Sign the **Rental Agreement** when the Realtor brings it to your business.
6. Give the Attorney the **Case #1 Clue Envelope** when he/she comes to collect it.
7. The United Way Executive Director will visit to pick up the **Philanthropy Pledge Sheet**. It can be found in your **JA BizPrep** envelope. Have it ready for him/her.
8. Use the **Design an Apps worksheet** to design up to 3 new applications for the iPhone. Draw the icon and write a description of what the application will do. Take a survey of customers (10-15) asking which app sounds the most interesting, and circle the winning application.

OTHER TASKS DURING THE DAY TO BE COMPLETED.

1. Meet with the Utilities Customer Energy Specialist when he/she comes to talk with you about ways your business can conserve energy.
2. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.
3. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most, by filling in for an employee if they are on break.
4. Assist the business clean up at the end of the day. Recycle all used paper into the **blue** recycle bin.

Go to next page.

END OF DAY

- CFO should remove all papers from file folders and place in the recycle bin.
- Any papers that are written on should be placed in recycle bin.
- All employee manuals are placed in appropriate black bins.
- Pencils and scissors are in holders.
- All neck wallets are emptied and hanging on hooks.
- Any clothing worn from the business has been returned to its original location.
- Make sure cross connection cords are unplugged.
- Installation specialists should collect all handsets (17) and clean with a Clorox wipe.

Congratulations on a job well done!