

City Hall Mayor

You are an important official who sets an example for all *JA BizTown* citizens. Be friendly and concerned about all businesses. Your responsibilities today include presiding over the town meetings, distributing thank-you certificates, and preparing speeches for the Town Hall Meetings.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING

1. Remain in your business until the Opening Town Meeting. City Hall needs everyone's help before it opens.
2. Keep your **JA Biz Prep** envelope in the black mesh holder on your desk.
3. 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.
4. Write your name on the **Mayor Opening Town Meeting Speech**, located in the top, black inbox on the left-hand side of your desk. Practice reading the speech with your volunteer.
5. Study and become familiar with the **Quality Business Survey** instructions on **Mayor Quality Business Survey** clipboard.
6. Study and become familiar with the criteria for **Citizen of the Day** on the **Mayor Citizen of the Day** Guidelines clipboard.
7. Sign and distribute first paycheck to all employees.
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.



DURING THE FIRST SET OF BREAKS (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 First Bank** in the bank bag on your desk.
2. Sign and date each **Certificate of Appreciation** you receive from the Non-Profit Director.
3. The Non-Profit Director will deliver the certificates to the volunteers.



OTHER TASKS DURING THE DAY

1. Sign the **Rental Agreement** when the Realtor brings it to your business.
2. Give the United Way Executive Director your **Philanthropy Pledge Sheet** from the **JA BizPrep** envelope when he/she asks for it
3. Meet with the Utilities Customer Energy Specialist when he/she comes to talk with you about ways City Hall can conserve energy.

DURING THE SECOND SET OF BREAKS, COMPLETE THE FOLLOWING

1. Following the instructions on the **Mayor Quality Business Survey**, conduct the survey to determine the winning business.
2. Return to City Hall, total the tally marks, and complete a **Quality Business Certificate** for the winning business.
3. Following the instructions on the **Citizen of the Day Guidelines** clipboard, survey citizens, teachers and adult volunteers to determine the winning boy and girl Citizen of the Day.
4. Return to City Hall and follow the remaining instructions on the clipboard. A JA staff will bring you the awards for the winning students.
5. Prepare the **Mayor Closing Town Meeting Speech** located in the bottom, black inbox on the left-hand side of your desk. Rehearse the speech with your volunteer.
6. The Town Treasurer should print out an **Accounting Report** and prepare a **Business Report** at the end of the day. **Make sure this is done.** You will take the **JA BizPrep** envelope and **Accounting Report** back to school.
7. Take enough certificates to the Closing Town Meeting to give to the employees of the **Quality Business**.
8. Enjoy yourself and have a good Closing Town Meeting.

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END OF DAY

- CFO should remove all papers from file folders and place in 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 hanging on hooks.
- Straighten up the gazebo and recycle all used paper.
- Please make sure your business is clean and organized ready for the next visit day.

Congratulations on a job well done!