

JA University Principal/CEO

You are responsible for the smooth operation of JA University. Many student clients will visit your business during the day to interact with the teachers to learn a new workplace skill and earn more money. Be certain that all employees are familiar with their responsibilities and are courteous to students.

DURING BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.
2. Give the **Business Costs Sheet** in your **JA BizPrep** envelope to the CFO. Keep the other pages in the envelope until someone from other businesses comes to collect them.
3. Attend the meeting with the adult volunteer and other employees of JA University you learn how to fulfill your responsibilities.
4. 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.
5. Complete the **CEO Opening Town Meeting Speech** and practice your presentation with your adult volunteer. You will give this speech at the Opening Town Meeting.
6. Explain the customer process to all employees.
 - a. Customer signs in and pays registrar with \$1 check.
 - b. Registrar enters student into computer and completes diploma, and \$3 check which the Principal signs.
 - c. Teacher takes student to desk and teaches the Diagonal Rally process.
 - d. Teacher turns to work page for student's business and helps student place the numbers in the proper cells, when necessary.
 - e. Teacher takes student to Registrar when finished, and Principal awards the diploma and \$3 check.
7. Learn the diagonal method of solving percentage-related problems so you can fill in for teachers, when necessary. The student will do the following.
 - a. Compute the fourth number, given three numbers on the diagonal rally board,
 - b. Read the problem and put the cards on the appropriate cells.
 - c. Using a calculator, multiply the two diagonal numbers that are available.
 - d. Divide the product by the third number. The quotient is the answer.
 - e. Math terms to keep in mind:
 1. **Whole:** the entire amount

2. **Portion:** a part of the whole
 3. **Percent:** a part of the whole per hundred
 4. **Product:** the result of two numbers that are multiplied
 5. **Quotient:** the result of two numbers that are divided
8. Locate the **blue recycling container** and place it outside your business door.
 9. Sign all business checks after they have been printed by the CFO.
 10. Distribute first paycheck to all employees.
 11. 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 WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING.

1. Following the Opening Town Meeting, 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 the **Rental Agreement** when the Realtor brings it to your business.
3. Sign and award diplomas to students.
4. Fill in for teacher or registrar when needed.

DURING THE SECOND WORK/BREAK ROTATION

Keep signing and awarding diplomas and filling in for employees on break.

OTHER TASKS DURING THE DAY TO BE COMPLETED:

1. The United Way Executive Director will come by to pick up your **Philanthropy Pledge Sheet**. Have it ready to give to him/her.
2. Meet with the Utilities Customer Energy Specialist when he/she comes to talk with you about ways your business can conserve energy.

3. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and that everyone works together as a team.
4. As the Principal/CEO, if your own work is caught up, you should always help your business wherever it is needed most.
5. The CFO 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 with the **Accounting Report** back to school.
6. Assist with business clean up at the end of the day. Recycle all used paper into the **blue** recycle bin.

END OF DAY

- CFO should remove all papers from the 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.

Congratulations on a job well done!