



KPLR 11 CEO

You are responsible for the smooth operation of KPLR 11. Many customers will visit your business during the day to take part in interviews and news reports. Make sure all employees are familiar with their duties and are courteous to customers.

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. 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. Call a meeting of your employees, except for the CFO.
 - a. Discuss the importance of being courteous to customers.
 - b. Make sure your employees realize they will work with electronic equipment today that is both expensive and somewhat fragile. They should treat all equipment with care. **Point out that ONLY JA staff may touch the camera.**
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. Sign all business checks after they have been printed by the CFO.
7. Give employees their first paychecks.
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.

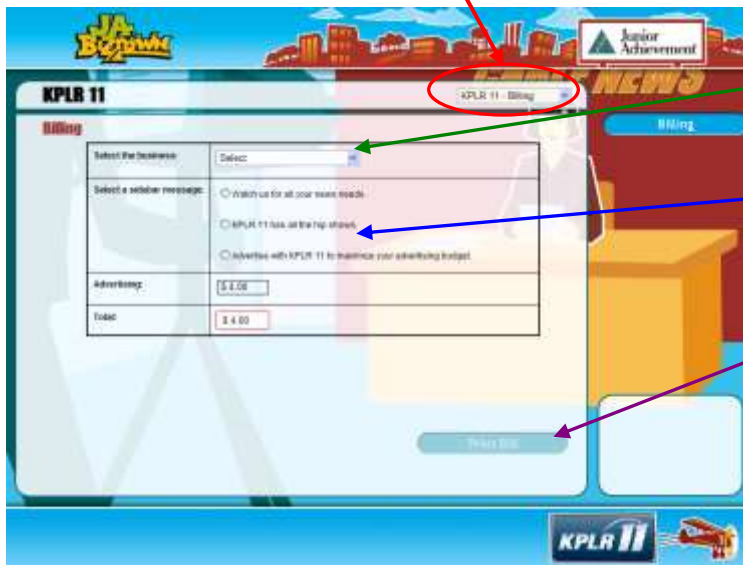
DURING THE FIRST WORK/BREAK ROTATION (AFTER THE NATIONAL ANTHEM) COMPLETE THE FOLLOWING:

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.

- Using the CFO's computer (usually works best during yellow break, while CFO is out of the office), print an invoice (bill) for each business and give invoices to Administrative Assistant.

Billing – printing invoices

- You must prepare an invoice (bill) for each business to pay KPLR 11 for Interview/Advertisement. You must go to a new screen.
- Go to the **drop down menu** in the KPLR 11 title bar and click on the down button then click on **KPLR 11- Billing**.



Select the business to be billed.

Select a message to be placed on the invoice.

Click on Print Bill.

- Print bills** for all the businesses listed on the **CEO Checklist**.
- Give** the invoices to the Administrative Assistant to deliver and collect payment.
- Select KPLR 11 – Accounting** to get back to the accounting program.
- Turn to next page** for more instructions on your job.



3. Locate the **blue** recycling container. Place the container outside your business door.
4. Sign the **Rental Agreement** when the Realtor brings it to your business.
5. 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.
6. Meet with the Utilities Customer Energy Specialist when he/she comes to talk with you about ways your business can conserve energy.

OTHER TASKS TO BE COMPLETED DURING THE DAY

1. Proofread the Safety Tips given to you by the Meteorologist. Make sure the Safety Tips are written clearly and will make sense when read aloud over the air. Write your initials at the top of the Safety Tips to show your approval, and then return it to the Meteorologist.
2. Make sure the interviews are conducted throughout the day. Businesses are paying for their interviews/advertisements to be on TV.
3. Assist your employees as needed when they are on break.
4. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team. As the 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 and **Accounting Report** back to school.
6. Assist with business clean-up at the end of the day. Recycle all used papers into the **blue** recycle bin.

Go to next page.



END OF DAY

- 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.
- Make sure all televisions in businesses are turned off.
- Any clothing worn from the business has been returned to its original location.

Congratulations on a job well done!