



Mastercard CEO

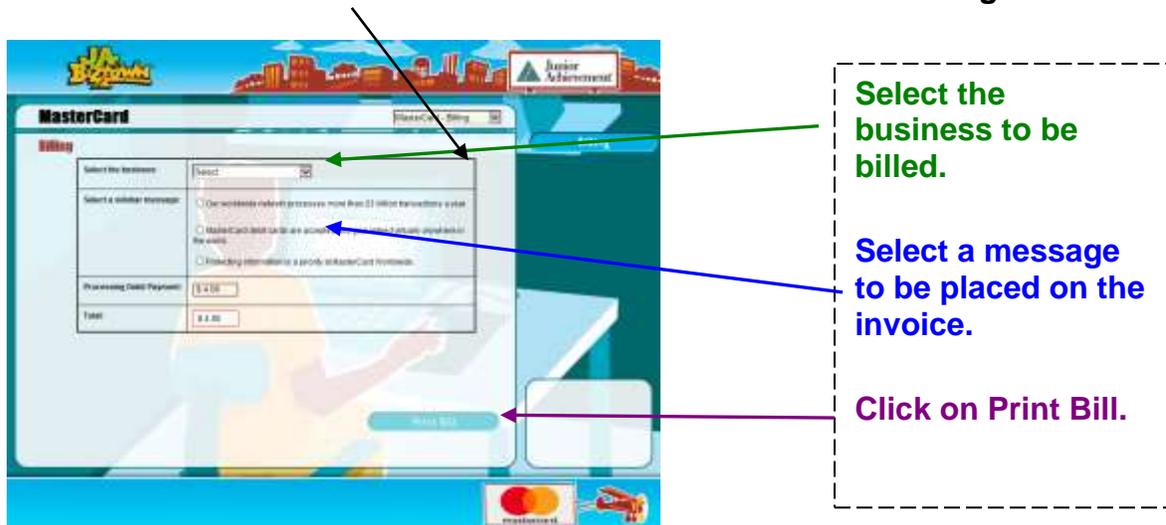
You are responsible for the smooth operation of Mastercard where customers receive their Mastercard Debit card and shop online. Assisting customers in a friendly and efficient manner is essential to your business success. Be sure all employees are familiar with their responsibilities and focused on their tasks.

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. Prepare for a meeting with business employees about the debit process. You will use the computer for your lesson.
 - a. Ask your Account Representatives to bring an employee from the debit-card businesses to a meeting in Mastercard. (AT&T CEO, Monsanto CEO, and Purina CEO) If the representative is busy they can always come later in the day.
 - b. When the employees have arrived, direct their attention to the Mastercard computer and hand them the “Credit or Debit” worksheet. Have them answer the questions as they watch the Debit or Credit video clip. They can share a computer and work together.
 - c. When the clip is finished go over the answers with them found in the back of this binder.
 - d. Answer any questions and thank them for coming.
4. Prepare and practice reading the **CEO Opening Town Meeting Speech**. The speech is on a clipboard on your desk.
5. Practice the prepared interview script. KPLR 11 will send an employee when it is time for the interview.
6. **Learn** the process of online shopping and debit card distribution. Make sure the Account Representatives are familiar with the processes.
7. Locate the **blue** recycling container and place it outside your business door.
8. Distribute the first paycheck to all employees.
9. 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. Sign all business checks after they have been printed by the CFO for your business only.
2. Take the **Loan Application**, the **Promissory Note**, the **Requests for Direct Deposit of Net Pay** and the **Second Period Payroll Checks** to the First Bank **Business Window** in the bank bag on your desk.
3. Print invoices for the processing of debit sales using the following instructions:
 - Use the CFO's computer at a convenient time such as during the first yellow break when the CFO goes on break.
 - You must go to a new screen. Go to the drop down menu in the Mastercard title bar and click on the down button. Next click on **Mastercard -Billing**.



Print and deliver bills to:

- ✓ AT&T
- ✓ Monsanto
- ✓ Purina

When all invoices have been printed, switch the screen back to **Mastercard-Accounting** using the drop down menu.

4. Deliver invoices after you have finished printing them. If the check is ready, take it back to the Mastercard and hand it to your CFO. If it is not ready tell them you will be back to pick the check up later.



OTHER TASKS TO BE COMPLETED DURING THE DAY

1. Sign the Rental Agreement when the Realtor brings it to your business.
2. KPLR 11 will send an employee when it is time for the interview.
3. 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.
4. Meet with the Utilities Customer Energy Specialist when she/he comes to talk with you about ways your business can conserve energy.
5. Be sure you return to pick up the check from AT&T, Monsanto and Purina. Give the checks to the CFO for deposit.
6. Substitute for the Account Representative(s) when she/he is on break.
7. Supervise your staff to be certain that schedules are followed, that everyone does his/her job, and works together as a team.
8. As the CEO, if your own work is caught up, you should always help your business wherever it is needed most.
9. Mastercard will close 5-10 minutes early to allow online orders to be completed.
10. 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.
11. Assist with business clean up at the end of the day. Recycle all the 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.
- Make sure all debit cards are in numerical order.
- 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 one sample for each item sold is on the shelf.

Congratulations on a job well done!