

JA BizTown® Visit Information

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On-Site Visit Overview

Dear Teachers:

The staff of Junior Achievement wishes to thank you for recognizing the value that the *JA BizTown* curriculum offers your students. We appreciate that you are working so diligently to prepare them to put into action what they have learned during the in-class curriculum. Please know how much we value all of your effort, time, and assistance!

Below you will find an overview of the *JA BizTown* daily operation that we hope will give you a clear picture of daily procedures, and of what is expected of you and your students. The **Teacher's Pre-Simulation Checklist** will also be of great assistance to you. **Times are subject to change depending on shortened time schedules.**

Student Arrival:

Please plan to arrive close to the exact time scheduled with the JA office. In order for your students to participate in the entire day's activities, it is necessary that we not alter the pre-arranged schedule. If this should cause any problems for your school, please contact the *JA BizTown* staff at least a week prior to your on-site simulation visit day.

Opening Orientation:

Please inform your students of the importance of listening very carefully during the brief 10 minute welcoming orientation. During this opening meeting, they will learn about safety procedures as well as the location of restrooms, emergency exits, behavior expectations, and simulation procedures.

Business Start-Up:

It is extremely important that all business CEOs have the completed BizPrep materials with them when students report to work for this 45-minute business start-up. The volunteer facilitator will call a brief uninterrupted opening meeting, after which the students will begin reading their job descriptions and performing their assigned tasks. All employees will remain in the business, unless their jobs require them to visit other businesses. Prepare the students by helping them to realize the importance of this opening time period. It is necessary for the success of their business day.

Opening Town Meeting:

The Mayor will be sworn-in and give a brief speech. The Mayor will then call upon the CEO of any business that sells products to consumers to give a brief description of what will be sold in their business. All speeches are simple, fill-in-the-blank format, and will be completed on-site during Business Start-Up. Town Meeting will last approx. 20 minutes.

First Employee Work/Break Rotation

Two 20-minute break rotations take place in each business. Each student, on their identified break rotation, **goes to the bank** with their first deposit ticket listing their **net pay** and \$2.00 back in cash (completed at school), and their endorsed paycheck. **At the beginning of these two break rotations, please assist us at the bank, as we check to be certain that each student entering the bank is fully prepared before approaching a teller.** Also during this time, students open their savings account. (A check to the Bank for \$1.50 will be written at

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school.) The Bank Savings Officer accepts this check as each student leaves the bank. **Students will eat lunch** and should **purchase a stamp at FedEx** to mail their friendly letters. Periodically, during this time, please look over and help various students with their checkbook registers.

Uninterrupted Staff Meeting

This 10 minute meeting, led by the volunteer facilitator, allows students to discuss how the business day has begun and prepare for their next break. Volunteer facilitators will assist students with getting their deposit tickets torn out of their checkbooks, along with the \$1.50 check to open their savings account. Etc. **This time is set aside so that all employees can have everything ready for the teller when they go to their bank when their break color is announced.**

Second Employee Work/Break Rotation

Two 20-minute break rotations take place in each business. Have students follow the same procedures as during the first break rotation. **We ask that teachers please return to the bank at the start of each of these rotations to again assist students as they make their final deposit.** Please inform students that they should ask if they need assistance with writing checks. Encourage the citizens to spend their money; this is the last opportunity to put their *JA BizTown* money into circulation. During the last 25-minute rotation, the *JA BizTown* Newspaper should be available for purchase.

As this break rotation proceeds, please check with a *JA BizTown* staff person who can help you determine which students are not spending their money. This allows all of us to check with these students and be of assistance, if there is confusion on their part. Remember, this is the opportunity for students to purchase something with their earned income, and the last opportunity for the businesses to attempt to pay off their bank loan, and make a profit.

Business Clean Up

During this brief 10 minute time period, the volunteer facilitator will oversee the students' reorganization of the business. All working areas should be trash free, chairs placed in the proper location, and all student paperwork placed into the business envelope to be returned to school. Please see that all student checkbooks are also put into the business envelope to be returned to school. Any remaining product inventory should be reorganized and left in the business. All student directions/notebooks and business uniforms should be returned to the proper location.

Closing Town Meeting

The 10 minute Closing Town Meeting, led by the Mayor, will provide the opportunity for employees such as the Bank CEO, Attorney, Nonprofit Director, and others to give closing speeches before the day concludes. All speeches are simple, fill-in-the-blank format.

Dismissal

Please remind your students, when they go to the bus, to take all personal belongings, including their *JA BizTown* shopping bag and any purchases they have made. We would also



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appreciate your assistance in helping us to be certain that students are not, by chance, taking any *JA BizTown* business materials or supplies.

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Sample Daily Schedule

10 Minutes	Student Welcome/Orientation
45 Minutes	Business Start-Up <ul style="list-style-type: none"> • Staff Meeting • Business supplies purchased from Supply Center • Students read/review job responsibilities • Business loans processes at bank • Price-setting • Production of products and services begins
20 Minutes	Opening Town Meeting <ul style="list-style-type: none"> • Introduction of Mayor and his/her speech highlighting importance of voting, laws, and <i>JA BizTown</i> Awards • Retail and manufacturing CEOs present brief description of products
10 Minutes	1st Uninterrupted Staff Meeting (at each business)
75 Minutes	Employee Work/Lunch Break Rotations (three sessions/25 minutes each) <ul style="list-style-type: none"> • First employee bank deposit • Employee open savings account • Employees eat lunch • Employees buy stamp and mail friendly letter
15 Minutes	2nd Uninterrupted Staff Meeting (at each business)
60 Minutes	Employee Work/Break Rotations (three sessions/20 minutes each) <ul style="list-style-type: none"> • Second employee bank deposit • Retail businesses open shopping breaks • Employee only shopping breaks
10 Minutes	Business Clean-Up and Final Deposits Final Business Deposits are made at the Bank <ul style="list-style-type: none"> • Business restored to original set-up • Remaining inventory organized • Students prepare for final clean-up and departure
15 Minutes	Closing Town Meeting <ul style="list-style-type: none"> • Mayor speaks • Quality Business and Citizen of the Day Awards presented • Voting results reported • End-of-Day Reports: various businesses report pertinent information • Mayor thanks volunteers, etc.

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Teacher Pre-Simulation Checklist

As you prepare to bring your class to *JA BizTown*, use this checklist to assure that all necessary information and materials accompany you on the day of your visit.

- _____ 1. All completed business paperwork found in the BizPrep Envelope. This necessary paperwork must include:
 - _____ Completed *JA BizTown* Business Costs Sheet
 - _____ Completed *JA BizTown* Business Loan Application
 - _____ Completed *JA BizTown* Promissory Note
 - _____ Completed *JA BizTown* Newspaper Advertisement
 - _____ Completed *JA BizTown* Radio Advertisement
 - _____ Completed *JA BizTown* Web Page Advertisement
 - _____ Completed Business Logo
 - _____ Completed *JA BizTown* Philanthropy Pledge Sheet

- _____ 2. Student personal checkbooks. The following must be completed at school:
 - _____ First deposit ticket **using net pay 2% taxes** and \$2 cash back completed for use with first *JA BizTown* paycheck
 - _____ First deposit entry (net deposit) recorded in the checkbook register
 - _____ First check, written to “The Bank” for \$1.50, to open personal savings account
 - _____ First check entry recorded in the checkbook register
 - _____ Name and account number written on the checkbook cover, on each personal check, and on each personal deposit ticket

- _____ 3. One “friendly letter” from each employee, with complete addresses for both recipient and sender clearly written on the envelope.

- _____ 4. Name tags prepared for each student (Student name, and business name)
 - _____ Newspaper articles (**3 letters to the editor need to be completed before your arrival** at *JA BizTown*. (So they can be typed into the editorial section of the paper)

JA BizTown® Visit Information

Student Behavior Contract

Student Behavior Expectations	What this Behavior looks like in JA BizTown	What this behavior looks like in the Real World
Be Respectful	<ul style="list-style-type: none"> • Listen to others without interrupting. Make eye contact. • Speak clearly without using bad words. • Do paperwork neatly. No writing on walls, tables, etc. • Read to figure out your task before asking questions. 	<ul style="list-style-type: none"> • Actively listen to coworkers. • Speak clearly and correctly. • Write clearly and correctly. • Read carefully.
Be a Scholar	<ul style="list-style-type: none"> • Do your personal best to complete tasks. • Apply what you learned at school. • Treat computers and equipment kindly. Share them. • Ask questions politely. 	<ul style="list-style-type: none"> • Solve problems. • Learn through research. • Use technology to assist. • Take responsibility. • Be proud of your best effort.
Be Excellent	<ul style="list-style-type: none"> • Help others whenever you can, and say “thank you.” • Dress appropriately; make your school proud. • Compliment and encourage others. • Have fun, but don’t waste time doing inappropriate things. 	<ul style="list-style-type: none"> • Guide and help others. • Advocate and influence others. • Cooperate with others. • Reach Goals through thoughtful planning.
Be Courageous	<ul style="list-style-type: none"> • Look around you and try to make your business and the Town work. • Be a role model by making good decisions. • Think about what you are doing and how it’s like real life. • Don’t get angry. Work out issues. • Choose to make this experience the best it can be! 	<ul style="list-style-type: none"> • Critically observe to improve. • Reflect and evaluate. • Resolve conflict / negotiate and compromise. • Make decisions.

I _____ (first & last name) have read and understand the Student Behavior Contract.

I accept these expectations for my behavior while participating in this JA program.

Signed _____ Date _____

I do NOT accept these expectations for my behavior while participating in this JA program and choose not to participate. I will discuss my alternative assignments with my classroom teacher.

Signed _____ Date _____



JA BizTown® Visit Information Probation Notice / Resignation

Probation Notice

I understand that my employer / teacher has placed me on “Probation” for a period of time (stated below) because I have not acted properly and in accordance with the Student Behavior Contract currently on file. As a consequence, the Probation Period will last _____ days. At the end of this time, my employer / teacher may review the status of my employment.

Signed _____ Date _____

Teacher Signature _____

JA BizTown Resignation

Due to my unacceptable behavior, I have breached the Student Behavior Contract. Therefore, I will be unable to participate in *JA BizTown* as a valuable employee in the _____ (*business name*).

It is with regret that I hereby tender my resignation.

Signed _____ Date _____

Teacher Signature _____

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Lunch Option

JA BizTown students will be bringing sack lunches with them when they arrive at JA Biztown. Adult Volunteers should also plan on bringing a sack lunch. Once you enter the simulation space, you will not be able to leave until the simulation concludes.

Parent consent letter with sack lunch **ONLY** option is found on page 10.

Teachers are also encouraged to bring a sack lunch.

No lunch alternatives are offered on site on the morning of the simulation.



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Parent Consent Letter

Dear Parents and Guardians:

Sack Lunch Option

As you know, our class is participating in an exciting economic education program called *JA BizTown*. We will soon be visiting the *JA BizTown* facility to participate in the experiential simulation.

Our on-site class visit is scheduled for _____ (date). We will be leaving school at _____ (time) and returning at _____ (time).

Your child should bring a sack lunch clearly marked with his/her name. Please do not send a drink, as *JA BizTown* will provide it.

Students are photographed daily by the student Photographer working at *JA BizTown*. This photograph is given to the school for later viewing in our classroom. On occasion, the *JA BizTown* experience may be photographed or videotaped by external media for use in communications and marketing materials. If the JA of Central Indiana office is aware of this filming, it will notify schools in advance. There are occasions, however, when schools are not notified in advance of media coverage.

Please complete the form below to give permission for your child to accompany us to *JA BizTown*. Inform us of your preferences for including or omitting your child from any such photography.

This form must be signed and returned to school by _____ (date).

Sincerely,

(Teacher signature)

___ Yes, my child has my permission to accompany the class to *JA BizTown*, and I understand that he/she may be photographed or videotaped.

___ No, my child cannot accompany the class to *JA BizTown*.

___ Yes, my child has my permission to accompany the class to *JA BizTown*, but I request that efforts be made to exclude my child from any photography or videotaping where he/she may be easily identified.

Student Name: _____

Parent Signature: _____

School Name _____

Date _____

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Newspaper Preparation

As you prepare to bring your class to *JA BizTown*, we strongly encourage you to have students write articles for the newspaper in advance of your on-site visit.

Articles written at school can be utilized during the simulation visit in several ways.

They can be:

- brought to *JA BizTown* in hand written or typed format for manual input directly into the software system by the newspaper employees. (Students are less likely to complete the Newspaper assignment when some articles are not written prior to the visit.)

Important Article information for you to be aware of:

- *JA BizTown* employees should bring 2 “Letters to the Editor” for the column, a “joke of the day”, and a weather report to complete the newspaper template.
- Topics can be the students’ choices. We suggest: **1.** School sports activities story **2.** Special events story, comments on the *JA BizTown* preparation experience, local, state or national news events, etc. Other suggestions can be found throughout the curriculum guide, often within the “Connections” section of each lesson.

Important Advertisement information for you to be aware of:

- Every *JA BizTown* business will prepare a Newspaper advertisement as part of BizPrep prior to the on-site visit and will pay to have this ad published in the newspaper.
- Advertisements can have a maximum of 150 characters (letters, numbers, and spaces).
- A SHARP/Newspaper employee will collect advertisements from each business on the day of the on-site visit.
- A SHARP/Newspaper employee will also collect payment for this advertisement on the day of the on-site visit.

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On-Site Visit Reminder

Dear Parent/Guardian:

The time finally has arrived! Our class is going to *JA BizTown* tomorrow. The students have worked hard and are excited about this educational experience. It promises to be an event they will always remember.

Please, help us have a successful experience by noting the following last-minute reminders:

1. Please send with your child a sack lunch in a disposable bag. The student's name and his/her *JA BizTown* business name should be written clearly on the outside of the bag.
2. Please make sure your child arrives at school on time. The buses will be leaving as soon as the bus riders have unloaded. We will arrive back to school in time for regular dismissal.
3. Students should wear business casual clothes appropriate for their *JA BizTown* business position. This means no jeans and no shorts. Comfortable shoes are a must because students will be on their feet most of the day.

**** JA BizTown has a new entrance, it is located on the Keystone Ave. (west side of the building) there is a black awning above the door.**

If you are one of our *JA BizTown* volunteer facilitators for the day, thank you again for assisting tomorrow, and for completing the on-line training. Volunteers will be expected by the *JA BizTown* staff; they should arrive at the *JA BizTown* facility for an early orientation that begins 45 minutes prior to the students' arrival. Students will arrive at *JA BizTown* at approximately _____ (time), so you should be there no later than _____ (time).

*** Don't forget your sack lunch.**

We look forward to seeing our students in action! It will be a wonderful day for all. Thank you again.

Sincerely,

(Teacher's signature)

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Business Addresses

Citizens should use complete addresses when preparing letters and envelopes for all *JA BizTown* correspondence. (*Letters to the Editor – Unit 4 Lesson 2, Friendly Letters – Unit 4 Lesson 3, Thank You Letters – Unit 5 Lesson 1*) A return address as well as a mailing destination should be included, noting the citizens' names and assigned business.

City Hall	501 Supply Street, JA BizTown, IN 46240
Radio Disney	222 Demand Drive, JA BizTown, IN 46240
FedEx Delivery & Supply	461 Opportunity Way, JA BizTown, IN 46240
OneAmerica	511 Supply Street, JA BizTown, IN 46240
Salesforce	321 Achievement Blvd., JA BizTown, IN 46240
ADT	351 Achievement Blvd., JA BizTown, IN 46240
trueU	202 Demand Drive, JA BizTown, IN 46240
Citizens Energy Group	311 Achievement Blvd., JA BizTown, IN 46240
Lilly Laboratory	521 Supply Street, JA BizTown, IN 46240
Huntington Bank	301 Achievements Blvd., JA BizTown, IN 46240
Peyton Manning Children's Hospital St. Vincent	420 Consumer Avenues, JA BizTown, IN 46240
AES Indiana	341 Achievement Blvd., JA BizTown, IN 46240
3D Parts Mfg , LLC Powered by Purdue University	331 Achievement Blvd., JA BizTown, IN 46240
Republic Airways	481 Opportunity Way, JA BizTown, IN 46240 400
Sharp/Print Center Newspaper/Web Design	400 Consumer Avenues, JA BizTown, IN 46240

*JA BizTown., 7435 N. Keystone Avenue, Indianapolis, IN 46240

** Please forward all sponsor thank you letters to the local JA area office at the address provided.*



The Gene B. Glick Junior Achievement Education Center is located at 7435 N. Keystone Avenue, Indianapolis. We are 2½ miles south of I-465 on Keystone Avenue and just north of the Wal-Mart at Norgate Plaza. **The JA BizTown entrance is on the west side of the building facing Keystone Ave. There is a black awning above the door. (students no longer enter through the front doors; they enter directly into JA BizTown.**

Driving Directions:

From I-69 South, merge onto I-465 West. Continue on I-465 West to Keystone Avenue, Exit 33. Turn left (south), at the traffic light, onto Keystone. Continue approximately 2½ miles and turn left at Ruth Drive (4th stoplight south of I-465). The JA Education Center is on left.

From I-70, take Exit 85B to N. Keystone Avenue. Travel approximately 6½ miles north on Keystone. Turn right on Ruth Drive. The JA Education Center is on your left.

From Greenwood, take I-65 north approximately 12.5 miles and merge onto I-70 E toward Columbus, Ohio. (continue following **From I-70** directions)

From West Indy, Hendricks County area: From I-40/Washington Street, take I-465 north (approximately 13 miles to I-465 E and continue approximately 8 miles to exit 33, Keystone Avenue. Turn right (south) on Keystone and travel approximately 2 ½ miles to Ruth Drive. The JA Education Center is on your left.

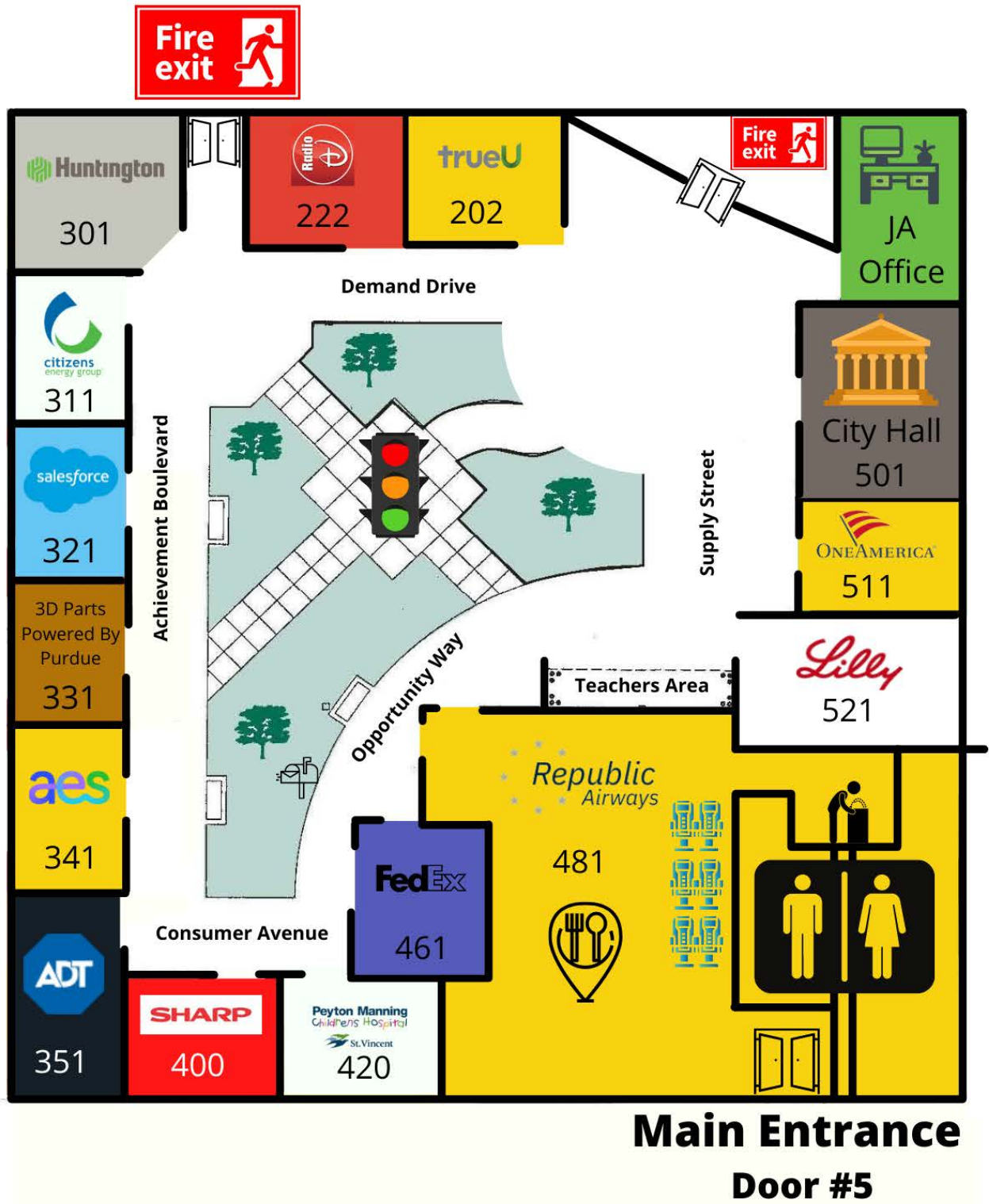
For detailed directions from your location, we suggest visiting Mapquest.com

Parking:

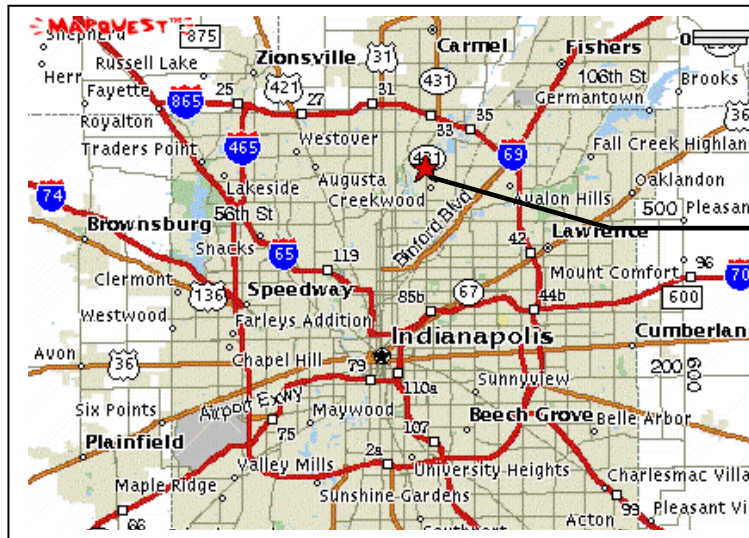
Buses should unload at the Junior Achievement southwest corner of the building. If your buses need to park, please park on the outskirts of the Wal-mart parking lot. **Volunteers/teachers should park on the southwest end of the building enter through the JA BizTown entrance facing Keystone Ave. (there is a black awning above the door).** Thank You

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Facility Layout



Directions & Map to JA BizTown Facility



JA Education Center

The Gene B. Glick Junior Achievement Education Center is located at 7435 N. Keystone Avenue, Indianapolis. We are 2½ miles south of I-465 on Keystone Avenue and just north of the Wal-Mart at Norgate Plaza. **The JA BizTown entrance is on the west side of the building facing Keystone Ave. There is a black awning above the door. (students no longer enter through the front doors; they enter directly into JA BizTown.)**

Driving Directions:

From I-69 South, merge onto I-465 West. Continue on I-465 West to Keystone Avenue, Exit 33. Turn left (south), at the traffic light, onto Keystone. Continue approximately 2½ miles and turn left at Ruth Drive (4th stoplight south of I-465). The JA Education Center is on left.

From I-70, take Exit 85B to N. Keystone Avenue. Travel approximately 6½ miles north on Keystone. Turn right on Ruth Drive. The JA Education Center is on your left.

From Greenwood, take I-65 north approximately 12.5 miles and merge onto I-70 E toward Columbus, Ohio. (continue following **From I-70** directions)

From West Indy, Hendricks County area: From I-40/Washington Street, take I-465 north (approximately 13 miles to I-465 E and continue approximately 8 miles to exit 33, Keystone Avenue. Turn right (south) on Keystone and travel approximately 2 ½ miles to Ruth Drive. The JA Education Center is on your left.

For detailed directions from your location, we suggest visiting Mapquest.com

Parking:

Buses should unload at the Junior Achievement southwest corner of the building. If your buses need to park, please park on the outskirts of the Walmart parking lot. Volunteers should park on the southwest end of the building enter through the JA BizTown entrance facing Keystone Ave. (there is a black awning above the door).