

Bank – STAR Financial BizPrep

Business Overview

Leading financial institution in the town provides business loans and personal checking and savings services for citizens.

<p>CEO</p> <ol style="list-style-type: none"> 1. Prepares the Bank Charter. 2. Processes Business Loan Applications. 3. Oversees business operations and makes business decisions. 4. Opens Utility Account. 5. Distributes business supplies. 6. Signs Insurance Policy and Lease Agreement. 7. Completes Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Inputs employee payroll information. 3. Processes business payroll. 4. Prepares direct deposit enrollment paperwork. 5. Makes business expense payments.
<p>FILE CLERK</p> <ol style="list-style-type: none"> 1. Prepares teller cash drawers and completes associated paperwork. 2. Ensures tellers have consistent supply of cash for citizen withdrawals. 3. Electronically files citizen and business banking paperwork. 4. Fills in for Savings and Loan Officer, if necessary. 	<p>SAVINGS & LOAN OFFICER</p> <ol style="list-style-type: none"> 1. Fills out banking certificates. 2. Accepts business loan applications for processing by the Bank CEO. 3. Delivers business deposit bags. 4. Assists customers as they open a personal savings account. 5. Accepts and approves business deposits.
<p>SECURITY OFFICER</p> <ol style="list-style-type: none"> 1. Provides Bank security. 2. Reviews laws to be enforced at <i>JA BizTown</i>. 3. Issues tickets to citizens in violation of laws. 4. Manages the collection of fines. 5. Investigates theft case. 	<p>TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they visit the bank. 2. Accepts citizen's checking deposits and hands appropriate cash back. 3. Records customer's banking transactions in computer system. 4. Accepts business direct deposit paperwork.

Bank – Wells Fargo BizPrep

Business Overview

Leading financial institution in the town provides business loans and personal checking and savings services for citizens.

<p>CEO</p> <ol style="list-style-type: none"> 1. Prepares the Bank Charter. 2. Processes Business Loan Applications. 3. Oversees business operations and makes business decisions. 4. Opens Utility Account. 5. Distributes business supplies. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Inputs employee payroll information. 3. Processes business payroll. 4. Prepares direct deposit enrollment paperwork. 5. Makes business expense payments.
<p>FILE CLERK</p> <ol style="list-style-type: none"> 1. Prepares teller cash drawers and completes associated paperwork. 2. Ensures tellers have consistent supply of cash for citizen withdrawals. 3. Files citizen and business banking paperwork. 4. Fills in for Savings and Loan Officer, if necessary. 	<p>SAVINGS & LOAN OFFICER</p> <ol style="list-style-type: none"> 1. Fills out banking certificates. 2. Accepts business loan applications for processing by the Bank CEO. 3. Delivers business deposit bags. 4. Assists customers as they open a personal savings account. 5. Accepts and approves business deposits.
<p>SECURITY OFFICER</p> <ol style="list-style-type: none"> 1. Provides Bank security. 2. Reviews laws to be enforced at <i>JA BizTown</i>. 3. Issues tickets to citizens in violation of laws. 4. Manages the collection of fines. 5. Investigates theft case. 	<p>TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they visit the bank. 2. Accepts citizen's checking deposits and hands appropriate cash back. 3. Records customer's banking transactions in computer system. 4. Accepts business direct deposit paperwork.

Broadcast BizPrep

Business Overview

Transmits live radio throughout the day and records television news and advertising.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Investment Application. 7. Writes television editorial and records it for the broadcast video. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Prepares and sends advertising invoices. 2. Collects Radio advertisements and delivers to the DJ to read on the air. 3. Sets up Point of Sale system. 4. Greets customers, assists them with song requests, and processes payments. 5. Solicits song requests from JA Staff. 	<p>DJ</p> <ol style="list-style-type: none"> 1. Selects music for airtime. 2. Completes scheduling of on-air play list, news and sports reports, ads, weather, announcements, etc. to avoid "dead air". 3. Clearly reads ads, announcements, and song requests with enthusiasm and energy. 4. Announces give-away items.
<p>IN STUDIO: CAMERA OPERATOR</p> <ol style="list-style-type: none"> 1. Reviews and understands processes for effective filming and how to operate camera equipment. 2. Films Opening Town Meeting, if no Remote Team. 3. Films in-studio interviews. 4. Works in close partnership with the Production Assistant and TV Anchor. 	<p>IN STUDIO: TV ANCHOR</p> <ol style="list-style-type: none"> 1. Writes, practices, and reads an introductory speech on camera. 2. Reviews interview cue cards with Production Assistant to prepare for on-camera interviews. 3. Works in close partnership with the Camera Operator and Production Assistant to conduct on-camera interviews.
<p>IN STUDIO: PRODUCTION ASSISTANT</p> <ol style="list-style-type: none"> 1. Works as a team with the In-Studio TV Anchor and Camera Operator. 2. Reviews interview cue cards with TV Anchor to prepare for on-camera interviews. 3. Coordinates business representative interviews. 4. Holds interview cue cards for TV anchor to read. 	<p>REMOTE TEAM: REPORTER</p> <ol style="list-style-type: none"> 1. Interviews citizens for newsworthy stories. 2. Works in partnership with Remote Team Camera Operator to film stories. 3. Writes news stories utilizing reporter guidelines. 4. Works with DJ to schedule time to read news stories on air.
<p>REMOTE TEAM: CAMERA OPERATOR</p> <ol style="list-style-type: none"> 1. Reviews and understands processes for effective filming and how to operate camera equipment. 2. Films Opening Town Meeting. 3. Films all interviews conducted by Remote Team Reporter. 	

Career Center BizPrep

Business Overview

Offers individuals the opportunity to gain knowledge about thriving career industries in our region and operates a retail storefront.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Completes grant application process. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order and reorder, if needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>CAREER COUNSELOR</p> <ol style="list-style-type: none"> 1. Works with CEO to set counseling goals. 2. Becomes familiar with career counseling tools. 3. Greets customers and assists them with completing Holland Code assessment. 4. Assists customers with Mirror Me activity. 5. Helps Sales Associate, as needed. 	<p>SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Sets up Point of Sale system. 3. Prepares sales area with product display. 4. Greets customers, assists them with sales, and processes payments for sale of products. 5. Takes precautions to avoid inventory loss. 6. Works with CFO to reorder additional inventory, if needed.

City Hall BizPrep

Business Overview

The center of government and social services. It is responsible for collecting taxes, operating a postal center and election site, and assisting citizens in all matters.

MAYOR (CEO) <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Signs Insurance Policy and Lease Agreement. 5. Completes the Investment Application. 6. Prepares and gives speech at the Opening Town Meeting, if time permits. 7. Signs and delivers Certificate of Appreciation to all volunteers. 8. Interviews citizens, teachers, and volunteers for award nominations. 9. Prepares certificates for various awards. 	CFO <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
CITY COUNCIL MEMBER <ol style="list-style-type: none"> 1. Proposes new law(s) for <i>JA BizTown</i> 2. Meets with business leaders to gather feedback on proposed law. 3. Writes a Radio PSA to inform citizens about proposed law. 4. Collects citizen signatures in support of new law. 5. Assists others in City Hall, as needed. 	ECONOMIC DEVELOPMENT DIRECTOR <ol style="list-style-type: none"> 1. Meets with CEOs and other business leaders for input on new <i>JA BizTown</i> building project. 2. Consults with Construction during building process. 3. Meets with CEOs about expanding their business operations. 4. Seeks input on projects to improve the <i>JA BizTown</i> community. 5. Signs permits and other forms presented to City Hall
ELECTION OFFICER <ol style="list-style-type: none"> 1. Chooses questions for ballot. 2. Sets up voting kiosk. 3. Writes a Radio PSA for voting. 4. Creates Voting flyers. 5. Visits other businesses to get citizen votes 	IRS AGENT <ol style="list-style-type: none"> 1. Completes <i>JA BizTown</i> census to record official population. 2. Prepares and sends tax invoices. 3. Processes personal income tax for each citizen. 4. Approves the Non-Profit Director's request for Non-Profit status.
MAIL CARRIER <ol style="list-style-type: none"> 1. Distributes supply bins to businesses during Business Preparation. 2. Collects friendly letters from the central mailbox. 3. Sorts, tallies, and stamps friendly letters. 4. Delivers processed mail to businesses. 5. Delivers packages to businesses as needed. 	

Construction BizPrep

Business Overview

A construction company that brings to life the dreams of its customers. Will plan and build a three dimensional structure for *JABizTown*.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Prepares and sends Construction invoice. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>ESTIMATOR</p> <ol style="list-style-type: none"> 1. Calculates the estimated cost of the building project. 2. Works closely with the construction team to make sure enough materials are available for the project. 3. Assists the construction team with building construction. 	<p>CREW MEMBER</p> <ol style="list-style-type: none"> 1. Reads construction plans and assembles the building project as plans detail. 2. Reports progress to the Project Manager when requested. 3. Adheres to safety measures to make sure there is a safe work environment.
<p>PROJECT MANAGER</p> <ol style="list-style-type: none"> 1. Works with construction team to determine construction project function. 2. Responsible for managing the entire building project. 3. Applies for building permit at City Hall. 4. Works with construction team to make sure the work is done on time. 5. Obtains necessary building inspections. 	<p>SAFETY DIRECTOR</p> <ol style="list-style-type: none"> 1. Conducts safety training for all employees. 2. Watches job site and workers for safety violations. 3. Completes safety paperwork and utility permit. 4. Assists construction team with building construction.

Education BizPrep

Business Overview

Teaches individuals the skills and knowledge to have the career of their dreams. This business uses the latest technology to educate its students.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Completes grant application process. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>ENROLLMENT SPECIALIST</p> <ol style="list-style-type: none"> 1. Recruits citizens for educational activities. 2. Assists citizens with learning about employment opportunities. 3. Tracks iPads loaned out for the QR hunt activity. 4. Cross-trains and provide backup support for Faculty. 	<p>FACULTY</p> <ol style="list-style-type: none"> 1. Conducts degree quizzes. 2. Prepares diplomas for degree recipients. 3. Facilitates online campus tours. 4. Cross-trains and provides backup support for Enrollment Specialist.

Entertainment BizPrep

Business Overview

We work hard to make JA BizTown a fun place to visit. We offer arcade games and party planning opportunities.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Orders Party Supply Box. 6. Prepares and sends Staff Enrichment invoices. 7. Signs Insurance Policy and Lease Agreement. 8. Completes the Investment Application. 9. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order and reorder, as needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>ARCADE MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Sets up Point of Sale system. 3. Learns to use arcade games. 4. Prepares sales area with product display. 5. Greets customers, assists them with sales, and processes payments for sale of products. 6. Uses inventory loss prevention tools to limit losses. 7. Works with CFO to reorder additional inventory, if needed. 	<p>MARKETING MANAGER</p> <ol style="list-style-type: none"> 1. Reviews Staff Enrichment package options with business leaders. 2. Prepares redemption tickets and delivers Staff Enrichment packages to businesses. 3. Collects returned redemption tickets. 4. Conducts end-of-day prize drawing.
<p>PARTY HOST</p> <ol style="list-style-type: none"> 1. Works closely with Arcade Manager. 2. Greets customers and promotes a fun atmosphere. 3. Receives Party Supply Box from CEO and sets up party. 4. Coordinates and hosts limbo parties for citizen participation. 5. Assists with Point of Sale system, as needed. 	

Farnsworth Lab BizPrep

Business Overview

An innovation lab where creative people can collaborate and share their thoughts to launch product or service ideas.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Prepares and submits grant application. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>HISTORIAN</p> <ol style="list-style-type: none"> 1. Becomes familiar with the history of Philo T. Farnsworth and the development of modern-day televisions. 2. Promotes educational opportunities by operating a kiosk with historical entrepreneurial information. 3. Conducts a citizen participation drawing. 	<p>NEW BUSINESS BUILDER</p> <ol style="list-style-type: none"> 1. Brainstorms new creative business ideas. 2. Completes product survey with citizens. 3. Prototypes new product ideas. 4. Creates a marketing plan for new product. 5. Completes paperwork to launch new business.
<p>PROTOTYPE TECHNICIAN</p> <ol style="list-style-type: none"> 1. Reads literature about the usefulness of 3D printing. 2. Designs new prototypes using provided software. 3. Operates the 3D printer to create objects. 4. Provides 3D printed objects to Historian for citizen participation drawing. 	

Healthcare BizPrep

Business Overview

Offers citizens Wellness Exams to educate patients about their health. The clinic also promotes personal healthy lifestyle through fitness activity, assessments, and public service announcements.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Prepares and sends Healthcare invoices. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>PATIENT REGISTRAR</p> <ol style="list-style-type: none"> 1. Distributes healthcare vouchers. 2. Registers citizens for wellness exam and tracks participation by business. 3. Collects healthcare vouchers for the end-of-day Healthcare drawing. 4. Delivers incentive checks to businesses when award criteria are met. 	<p>PERSONAL TRAINER</p> <ol style="list-style-type: none"> 1. Becomes familiar with training materials and equipment (Wii). 2. Conducts health assessment survey. 3. Sets up Point of Sale system. 4. Assists customers with fitness activities.
<p>REGISTERED NURSE</p> <ol style="list-style-type: none"> 1. Writes public service announcements (PSAs) about provided healthcare topics. 2. Becomes familiar with the pulse oximeter. 3. Conducts citizen Wellness Exams. 4. Completes medical reports. 5. Prepares and gives speech at the Closing Town Meeting, if time permits. 	

Leaders Institute BizPrep

Business Overview

A company designed to identify and develop emerging leaders within the community.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Prepares and sends Leadership Development invoices. 6. Signs Insurance Policy and Lease Agreement. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Place supply order and reorder, if needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>FACILITATOR</p> <ol style="list-style-type: none"> 1. Becomes familiar with the leadership activity and how it functions. 2. Sets up POS system for sales. 3. Prepares leadership experience for customers. 4. Greets customers and conducts short briefings to explain the leadership experience objectives. 5. Resets leadership experience to accommodate the next customers. 	<p>INVESTMENT OFFICER</p> <ol style="list-style-type: none"> 1. Establishes relationships with businesses leaders. 2. Identifies business investment opportunities and distributes Investment Application paperwork. 3. Selects investment winner based on submitted applications . 4. Makes investment check presentation to chosen business leader.
<p>LEADERSHIP COACH</p> <ol style="list-style-type: none"> 1. Prepares and distributes Leadership Discovery forms to businesses. 2. Collects nominations for emerging leaders within the community. 3. Prepares and delivers leadership certificates. 4. Assists with leadership activity, as needed. 	

Newspaper BizPrep

Business Overview

Writes and produces the *JA BizTown* Newspaper. It's a thriving daily newspaper serving *JA BizTown* citizens which has a circulation average of 75 per day.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Investment Application. 7. Writes CEO editorial for newspaper. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Sets up Point of Sale system (POS). 2. Collects advertisements from each business. 3. Prepares and sends advertising invoices. 4. Sells pre-sale tickets for newspaper. 5. Assists with selling the newspaper. 	<p>EDITOR</p> <ol style="list-style-type: none"> 1. Oversees the layout of the advertisements, articles, and photographs for the newspaper. 2. Proofreads all submitted articles and advertisements. 3. Prepares newspapers for sale. 4. Assists with selling the newspaper.
<p>PHOTOGRAPHER</p> <ol style="list-style-type: none"> 1. Takes photographs of <i>JA BizTown</i> officials and citizens for the newspaper layout. 2. Visits each business and photographs employees. 3. Acts as paparazzi to gather fun memories of the <i>JA BizTown</i> visit. 	<p>REPORTER</p> <ol style="list-style-type: none"> 1. Conducts interviews to be used in newspaper articles. 2. Writes news stories for placement into the newspaper layout. 3. Assists with selling the newspaper.

Professional Office BizPrep

Business Overview

Offers professional services by true professionals. This office park is comprised of small business owners ready to serve the public.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Investment Application. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>ATTORNEY</p> <ol style="list-style-type: none"> 1. Reviews and signs legal documents. 2. Investigates criminal case(s) and prepares case results and recommendations. 3. Prepares and gives speech at the Closing Town Meeting, if time permits. 	<p>COMMERCIAL AUTO SPECIALIST</p> <ol style="list-style-type: none"> 1. Investigates the benefits of leasing. 2. Processes business vehicle leases. 3. Prepares and sends lease invoices to businesses
<p>.CPA</p> <ol style="list-style-type: none"> 1. Prepares and sends Accounting invoices. 2. Discusses Inventory Loss Prevention with retail shops 3. Audits business financial records 	<p>FINANCIAL ADVISOR</p> <ol style="list-style-type: none"> 1. Researches financial investment process. 2. Markets to citizens the opportunity to invest a portion of their savings in a stock portfolio. 3. Greets customers and assists them in opening a stock portfolio. 4. Provides risk tolerance education. 5. Prepares and gives speech at the Closing Town Meeting, if time permits.
<p>LEASING AGENT</p> <ol style="list-style-type: none"> 1. Prepares and sends Building Lease invoices. 2. Completes lease agreement for each <i>JA BizTown</i> business. 3. Collects and stores the "For Lease" signs. 4. Presents options for expanding businesses to a second location 	
<p>PROPERTY APPRAISER</p> <ol style="list-style-type: none"> 1. Measures/surveys each business noting size and other relevant and required information. 2. Completes property appraisal for each business 3. Posts completed property appraisals in each business 4. Completes building inspection for Construction Company. 	<p>INSURANCE AGENT</p> <ol style="list-style-type: none"> 1. Completes Insurance Agent Licensing Exam. 2. Prepares and sends Insurance invoices. 3. Issues Insurance Policies to each <i>JA BizTown</i> business to cover property damage and liability. 4. Processes business Insurance Claim Form and payment.

Restaurant BizPrep

Business Overview

A food service business that offers popcorn and pop for purchase to the *JA BizTown* citizens.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Trains staff in food safety procedures. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Coordinates preparation of Staff Pizza Orders. 9. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order and reorder, if needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Sets up Point of Sale system. 7. Completes Loan Promissory Note. 8. Makes business expense payments. 9. Submits business deposits. 10. Makes business loan payments and tracks loan payoff progress.
<p>BEVERAGE MANAGER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Maintains a clean work environment. 3. Fulfills customer beverage orders. 4. Monitors beverage supply inventory and works with CEO if reorders are necessary. 5. Assists and substitutes for Cashier, as needed. 	<p>CASHIER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Maintains a clean work environment. 3. Prepares menu for display. 4. Takes customer orders, receives payment, and delivers food and/or beverage items to customers. 5. Forwards collected cash payments to CFO for deposit.
<p>FLOOR MANAGER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Wipes tables and chairs, sweeps floor, and empties trash bins in restaurant. 3. Talks with customers to ensure customer satisfaction. 4. Handles any spills or cleanliness issues in customer eating areas. 	<p>FOOD MANAGER</p> <ol style="list-style-type: none"> 1. Prepares lunch area, sets up chairs, tables, cleans area, etc. 2. Maintains a clean work environment. 3. Prepares food (popcorn) items for sale. 4. Fulfills customer food orders. 5. Monitors food supply inventory and works with CEO if reorders are necessary. 6. Assists and substitutes for Cashier, as needed.

Retail BizPrep

Business Overview

Retail store dedicated to marketing, selling, and producing quality designed products.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Prepares and sends Staff Development invoices. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order and reorder, if needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>DESIGNER</p> <ol style="list-style-type: none"> 1. Researches design process. 2. Designs patterns to achieve the Vera Bradley brand vision. 3. Surveys opinions of others on design patterns. 4. Submits designs for final approval. 5. Assists customers with creating custom designs. 	<p>MARKETING MANAGER</p> <ol style="list-style-type: none"> 1. Reviews Staff Enrichment package options with business leaders. 2. Prepares redemption tickets and delivers Staff Enrichment packages to businesses. 3. Collects returned redemption tickets. 4. Conducts end-of-day prize drawing.
<p>SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Works with Store Manager to determine product prices. 2. Assists Store Manager with setting up Point of Sale system. 3. Prepares sales area with product display. 4. Greets customers, assists them with sales, and processes payments for sale of products. 5. Takes precautions to avoid inventory loss. 6. Works with Store Manager to reorder additional inventory, if needed. 	<p>STORE MANAGER</p> <ol style="list-style-type: none"> 1. Ensures retail staff keeps store image and organizational standards. 2. Works with CEO to determine product prices. 3. Sets up Point of Sale system. 4. Prepares sales area with product display. 5. Greets customers, assists them with sales, and processes payments for sale of products. 6. Takes precautions to avoid inventory loss. 7. Works with CFO to reorder additional inventory, if needed.

Science & Industry BizPrep

Business Overview

Provides magnet wire to businesses, conducts a scientific research, and operates a retail storefront.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Investment Application. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order and reorder, if needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>ENGINEER</p> <ol style="list-style-type: none"> 1. Completes Wire Tester certification. 2. Measures all wire with LaserMike machine to ensure the wire complies with material standards. 3. Sorts wire into the correct bin. 4. Becomes familiar with and encourages citizen participation in the research activity. 	<p>NON-PROFIT DIRECTOR</p> <ol style="list-style-type: none"> 1. Selects worthwhile non-profit community project(s) to support. 2. Sets the fundraising goal. 3. Collects Philanthropy Pledge from each business. 4. Prepares and sends non-profit invoices. 5. Coordinates community volunteering activity. 6. Collects donations from citizens and reports collection total to Mayor.
<p>SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Sets up Point of Sale system. 3. Prepares sales area with product display. 4. Greets customers, assists them with sales, and processes payments for sale of products. 5. Takes precautions to avoid inventory loss. 6. Works with CFO to reorder additional inventory, if needed. 	<p>SUPPLY CHAIN MANAGER</p> <ol style="list-style-type: none"> 1. Calculates customer invoice totals for wire orders. 2. Prepares and sends wire order invoices. 3. Packages and ships wire orders. 4. Assists Sales Associate, as needed.

Sports Marketing BizPrep

Business Overview

Professional sports team that promotes the organization via various marketing techniques, group ticket and individual merchandise sales.

<p>CEO (TEAM PRESIDENT)</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Prepares and sends Staff Enrichment invoices. 6. Signs Insurance Policy and Lease Agreement. 7. Completes the Investment Application. 8. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order and reorder, if needed. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>CORPORATE SALES MANAGER</p> <ol style="list-style-type: none"> 1. Reviews Staff Enrichment package options with business leaders. 2. Prepares redemption tickets and delivers Staff Enrichment packages to businesses. 3. Collects returned redemption tickets. 4. Conducts end-of-day prize drawing. 	<p>MEDIA RELATIONS MANAGER</p> <ol style="list-style-type: none"> 1. Writes post game recap stories for print, radio, and television media. 2. Submits newspaper story for publication by deadline. 3. Provides on air radio sports game recap segment. 4. Interviews with the Broadcast TV Anchor.
<p>SALES ASSOCIATE</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Sets up Point of Sale system. 3. Prepares sales area with product display. 4. Greets customers, assists them with sales, and processes payments for sale of products. 5. Takes precautions to avoid inventory loss. 6. Works with CFO to reorder additional inventory, if needed. 	

Utility Company BizPrep

Business Overview

Provides electric power to run JA BizTown. Energy conservation and safety education are also provided services by this company.

<p>CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Investment Application. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p>ACCOUNT MANAGER</p> <ol style="list-style-type: none"> 1. Prepares and sends Utility invoices. 2. Sets up POS System to sell consumer products. 3. Collects Utility Applications from all <i>JA BizTown</i> businesses and tracks receipt of utility payments. 4. Manages power levels to businesses during utility application and billing processes. 5. Maintains sales display and assists retail customers 	<p>ENERGY ADVISOR</p> <ol style="list-style-type: none"> 1. Informs each business CEO of energy audit process. 2. Performs energy audit. 3. Changes filters and adjusts thermostats. 4. Prepares and presents energy saver certificates. 5. Assists others, as needed.
<p>METER READER</p> <ol style="list-style-type: none"> 1. Reads utility meters in each business and records usage. 2. Assembles emergency preparedness kits and delivers to businesses. 3. Assists Account Manager, as needed. 	<p>SAFETY SPECIALIST</p> <ol style="list-style-type: none"> 1. Distributes electricity safety information to all citizens. 2. Conducts safety audit of each business and reports areas of improvement to business CEO. 3. Posts safety audit in each business.