

Staff Meeting Scripts

Staff meetings are times when you will take charge to lead the group. Gather the students together in a small group away from distractions, and follow these scripts to complete the required agendas.

Staff Meeting #1

To be conducted as soon as citizens are released to business after Orientation.

AGENDA

1. Introductions & review of responsibilities
2. Review checkbook preparation for breaks
3. Discuss goals and teamwork

1. Introduce yourself first, and then meet the students in your group. Use the following questions to review employee responsibilities, and pass out break buttons:

ASK: *Who is the CFO?* (student answer)

READ: *The bulleted job descriptions from the back of this Volunteer Manual.*

(Give him/her the CFO break button. Write his/her name next to their break color on the **Students Listed by Break** sheet.)

ASK: *Who is the CEO?* (student answer) [NOTE: the Professional Office does not have a CEO – in this business the Attorney and CFO share the CEO responsibilities]

READ: *The bulleted job descriptions from the back of this Volunteer Manual.*

(Give him/her the CEO break button. Write his/her name next to their break color on the **Students Listed by Break** sheet.)

ASK: *Who are the “JOB A”?* (student answer)

READ: *The bulleted job descriptions from the back of this Volunteer Manual.*

(Pass out a Sales Manager break button to each student. Write their names next to their break color on the **Students Listed by Break** sheet.)

[REPEAT FOR ADDITIONAL JOBS IN YOUR BUSINESS – EACH WILL BE LISTED IN THE SCRIPTS IN YOUR VOLUNTEER MANUAL AT JA BIZTOWN]

SAY: *In a few minutes, each of you will need to read your **Yellow Detailed Job Instructions** for specific instructions about how to do each of your duties. You should look at them frequently today to make certain that you are correctly handling all of your responsibilities.*

2. Check that students have their checkbooks ready for the first trip to the Bank:

SAY: *Our breaks won't begin until after the Opening Town Meeting. But, before we get started with our work, let's make sure our paperwork will be ready for making personal deposits at the Bank when it is time for break.*

(pass out checkbooks from the BizPrep Envelope.) [\[THIS COMES FROM SCHOOL\]](#)

SAY: *Please turn in your checkbook to your first deposit ticket. You probably completed it at school. Is it finished? Let's check to be certain that you have entered the correct **net pay** amount on your deposit ticket.*

(Each child should know what he/she gets paid per paycheck. See the **Helpful Hints** sheet in this manual for a chart you can use to double check.)

SAY: *For our first break, everyone should be taking \$2.00 out in cash. Has everyone done that?*

(Be sure each student has filled out the deposit ticket and register entry correctly. Remind them that cash can only be used for purchases at the Restaurant or for personal donations to philanthropy. None of the other businesses accept cash.)

SAY: *Next, we need to be certain that you have written a check to the Bank for \$1.50 to open your savings account. This check should be recorded in your checkbook register.*

(Be sure each student has written the check and register entry correctly. Double check the new balance in their check registers. See the chart on **Helpful Hints** for an answer key.)

SAY: *When it is time for your break, you will get your paycheck from your CEO and endorse it. Then you will need to take your paycheck and your completed deposit ticket to the line outside the Bank. Don't forget to go and see the Savings Officer to open your savings account after you make your first deposit at the Teller window.*

3. Discuss the importance of teamwork, and have the students share their goals for the day.

SAY: *Before each of you begins working, let's quickly talk about your business goals and team work today. What are some goals that you have for today? (You will only have a few minutes for this brief discussion. Be sure to point out their goal of paying off their loan and the importance of teamwork, customer service, communication and cooperation.)*

For businesses that have a training video

SAY: *We have a training video to watch that will give you important information about how to start your job tasks.*

(Play Video)

Now you need to go to your work area, read your yellow instructions, and begin to work.

For businesses that will be trained by JA staff

SAY: *Now you need to go to your work area and begin reading your yellow instructions. A JA staff member will be by soon for training.*

Staff Meeting # 2

Conducted after the first set of breaks and before the second set of breaks begin.

[MAKE SURE STUDENTS HAVE THEIR CHECKBOOKS AND A PENCIL FOR THIS MEETING]

AGENDA

1. Complete 2nd deposit ticket & pass out paychecks
2. Update check register for purchases made & record new deposit
3. Team discussion on business progress

1. Prepare a new deposit ticket for the next set of breaks.

SAY: *Please turn to your next blank deposit ticket and let's complete it. CFO, will you please pass out 2nd period paychecks to all the employees?*

(Be sure each student completely fills out a deposit ticket using their net pay amount, and has not asked for more than \$2.00 in cash. This time they will have the option of taking out \$0 to \$2.00 in cash. Remind them that cash should only be taken out if they plan to use it for purchases at the Restaurant. All other businesses take checks or debit cards only, not cash.)

2. Make sure students' registers up to date.

SAY: *Before we record this deposit in our check registers, let's compare our register entries with the items we bought on our first break to be certain all purchases have been recorded.*

(Compare registers with purchased items to be certain that employees are recording each purchase. If not, bring the registers up-to-date. Cash purchases should not be recorded in their registers.)

SAY: *Now that everything is up to date, record the deposit we just completed.*

(Be sure students enter the Net Deposit in the deposit column as well as in the balance column of their checkbook register. Have them add to get a new balance. Refer to the **Double Entry Accounting Resource Sheet** in the back of this manual for examples and additional explanation.)

For a Single Day visit

SAY: *Your afternoon break is your last chance to go shopping, so watch your time carefully. Spend your money wisely, but remember you should spend all of it before leaving JA BizTown. You can't take it with you and other businesses are counting on you to spend your money so they can repay their loans!*

For a Double Day visit

SAY: *This break is your chance to go shopping, vote at City Hall, or get a health check-up. Be sure to watch your time carefully. Spend your money wisely, and remember to track it in your register. Whatever you don't spend today can be used tomorrow.*

3. As time allows, discuss the first break rotation and ask the students how well they think they are doing with the goals you discussed earlier in the day.

Staff Meeting #3**Closing - Conducted at the end of the day after clean-up****AGENDA**

- 1. Discussion on team successes/challenges**
- 2. Personal reflection**

1. Focus discussion on the group's common goals.

ASK: *How many of you remember what our business goals were today at JA BizTown?*
(Not only should the students mention paying off the loan, but the other important elements of teamwork, communication, and customer service as well.)

ASK: *Did we meet those business goals? What struggles did we face along the way?*
(This discussion is somewhat subjective. Share your observations. Be sure to use a positive tone even when pointing out opportunities for improvement. Be careful not to single out an individual child's mistakes.)

ASK: *What are some things that you learned today about how a business becomes successful?*
(Lead students to briefly review and discuss the importance of teamwork, individual job responsibility, etc. necessary for a business to be successful.)

2. Have students reflect on their personal achievements from the day.

ASK: *How many of you feel that you were personally successful today? Why? Why not?*
(Discuss the importance of being an effective business team member.)

SAY: *Name some of the challenges of keeping an accurate personal checkbook register. Name a benefit of keeping an accurate checkbook register.*

ASK: *What are some things you learned today that you think will be helpful to you when you grow up and get a job for real?*