

How to get the Newspaper in Business

Exchange City staff will be visiting all the shops periodically throughout the day. Please be patient and wait for them to arrive.

Students have not worked with the computer software or paperwork prior to their Exchange City visit. Please be patient with them as they use and learn the materials.

Remind employees that the Newspaper's goal for today is to pay off the loan. All will need to work together to accomplish this goal.

Also remind them they must work hard to get a newspaper out by the end of the day.

The Accountant has important work to do keeping up with bills and loan deposits. It is a big help to them if you can assist with organizing their desk.

Starting the Day

- Gather employees around the bulletin board and introduce yourself. Let them know you are here as a guide and to give advice but ultimately, this is their company. They must work together to make it a success.
- Take nametags out of the packet the school has brought with it and make sure all employees wear them. On the bulletin board you will find colored stickers (dots). These should be affixed to the nametags after determining which employees receive which color. To determine this, look at the schedule for the day attached to the bulletin board, go down to where the dots are adhered and follow across to see which positions the dots correspond with.
- Read aloud the job responsibilities of each employee from the sheet attached to the bulletin board.

Job Responsibilities

Editor

- Take the Loan Application to the bank for approval by the Bank President. When the loan contract is received from the Bank President, it can be displayed on the bulletin board.
- Take sign design and white board (hanging from mailbox) to the Sign Shop so they can work on the Newspaper's sign.
- Complete Morning Presentation Guide in preparation for town meeting. Mention the cost of a paper and the

opportunity to advertise on the electronic sign above the entrance.

- Take advertisement to the Broadcast Center and make sure Reporters include the Newspaper's own advertisement in the paper. Bring web page text to the Technology Shop.
- Editor should decide on the price of a copy of the paper. Encourage Editor to set price lower in the morning and higher in the afternoon (papers are usually \$2-\$3). Editor should list cost of paper and additional advertisements on Price List provided in shop.
- Editor should begin work on the front page of the newspaper.
- Assist and manage other employees as needed.

Reporters

- Reporters will work closely together all day to produce an excellent newspaper.
- Reporters should decide who will work on which page (Letters to the Editor, Advertisements, Stories, etc.) All advertisements should go to one reporter working on one computer. The same is true for letters, stories, etc.
- Some Reporters may take the clipboards and go out to find interesting stories or interviews. They may come back with bare details and then should fill out these details to create an interesting paragraph.
- Reporters should start typing in one column, at end of column text will wrap up to the top of the next column. After both columns are full, the cursor will continue onto another page. Reporters should attempt to fill their pages. If there is a lot of empty space, they should find a news clip, ad, quote of the day, advice, etc. to fill it up.
- Reporters can also use clip art to provide illustrations for their articles.
- Encourage reporters to be creative and write stories that people will want to read. Remind Reporters to 1) use descriptive words, 2) no put downs – if they wouldn't want something said about them, then don't say it about anyone else, 3) go out and find the story, it won't come to you.
- **Reporters should not attempt to save their page.** When the page is full and finished, they should print it. Only one computer at a time should send the printer the command to print. The number of copies is determined by how many subscriptions are pre-sold to citizens and teachers and volunteers. They will be printing at least 14 copies.

Sales Executive(s)

- Sales Executives should make sure all other businesses have brought their newspaper ads to the paper. If they have not, Sales Executives may go around and collect them.
- Sales Executives should go out and pre-sell subscriptions to the paper. They should take a clipboard with a blank sheet of paper and make two lists: one for student subscriptions and one for adult subscriptions. They can tell the adults that the paper is free. Exchange City staff will come around and write them a check based on the number of adult subscriptions they recorded. **They should write down names of all newspaper subscribers.** When they issue the paper at the end of the day, they can check off the names as they receive a paper.
- Sales Executives should let Editor and Reporters know how many copies of the paper they will need to print.
- Remind students that buying of papers will not begin until issuance of the first paycheck at Team Meeting I.
- Sales Executives can go out again to visit businesses and attempt to sell advertisements on the electronic sign above the paper's entrance.
- If there is a shortage of employees to enter information on the computers, Sales Executives should take over typing up the page of advertisements.

Accountant

- The Newspaper will be billing every other business in town for their newspaper advertisements. Accountants can get started on this by taking a bunch of Bills (on desk near computer) and filling them out – top and bottom – to bill the other businesses \$10 each. They should take these bills and walk over to the Accountants of the other businesses and collect a check.
- Have Accountant begin computer accounting using the “Computer Accounting Sheet”. They should enter “Beginning Balance” in the first screen and **save it**. (The Beginning Balance is the amount they have been granted for a loan, not the amount with interest.) They should click on the next tab for “Payroll” and enter the total net pay for all employees for the day and **save it**. Let Accountant know they cannot write checks until they have been approved for a loan.
- Accountants should not write checks to other companies until they receive a bill from that company. When writing a check, make sure Accountant **saves it** then prints it, otherwise the check will not print.

- When sending a check to another business, write check, save and print. Cut off bottom portion of Bill, make sure it is filled out properly and hand deliver the check and Bill stub to the accountant of the business to which it is directed. Save top portion of Bill for your records. Accountants should check off the businesses they have already paid on the “Accountant’s Checklist” found on their desk.
- As money comes in to the business, the Accountant should keep it in one pile. The blue forms on the desk entitled “Loan Payment Coupon” are then used to deposit this money. Accountant should fill out what the business owes minus the amount of the deposit and do the math to get the amount they will then owe. Take blue form and all the money to the Bank President for deposit. Keep stub for own records. When the deposit is made, it will appear on the “Loan Status” page on the Newspaper’s computer. The Accountant does not enter this money from their own computer.
- Accountant should make sure they receive a Bill stub from paying businesses and keep these as a record of who has paid.

***Note*-All money coming into the business is deposited against the loan. Money cannot be added to the business “Check Register” until the loan is paid off.**

Town Meeting/Morning Presentation

Editor will stand and read the Morning Presentation Guide (or prewritten speech) to inform other citizens about the services provided by the Newspaper.

Team Meeting I

The volunteer leads this meeting. You should have employees sit or gather around you.

- Paychecks will soon be delivered. Make sure all students have a deposit slip filled out from the back of their checkbooks. They should subtract \$2 as they will be receiving that amount in cash from the bank.
- When Multi Service Center delivers checks, Owner should sign the front of each one and distribute to employees. Employees should endorse the back.
- Review break schedule. Who is going on break 1 (red), 2 (blue) and 3 (green)? Remind students that Exchange City

staff will be announcing the breaks. They should pay attention to announcements.

- All money should be given to the Accountant.
- Accountant should catch up on bills if necessary and have a place on desk set aside for incoming money from sales.

Red, Blue and Green Lunch Breaks (announced by Exchange City staff)

- You can attend lunch at any of the breaks. Please notify Exchange City staff when you are leaving.
- Citizens can only go to the bank and then lunch when their colored dot is announced.
- Afternoon breaks are the primary selling time period so employees should continue to focus on producing quality goods and services during all lunch breaks.
- Editor should assume Accountant's responsibilities when Accountant goes to lunch.
- Sales Executives should meet and sell to customers.
- Remind employees that money coming in should immediately go to the Accountant.
- Remind employees that they should remain in the shop for customers and to work on the paper unless they are on break or conducting business at other businesses.
- Accountant should make loan deposits as money comes in. They do not need to fill out a blue coupon for every check. They should add a bunch together on a single coupon.

Team Meeting II

The volunteer leads this meeting. You should have employees sit or gather around you.

- Paychecks will soon be delivered. Owners sign the front of the checks. Make sure all students have a deposit slip filled out from the back of their checkbooks. This time they will not receive \$2 back at the bank so they should simply deposit their entire check.
- Afternoon breaks will be the same as the lunch breaks. Employees should still be attentive to their responsibilities. **If needed, employees may need to work through their breaks in order to produce a paper by the end of the day.**
- Attention should be brought to the current status of the loan. (How much money has been paid back to the bank? How much money do we still need to reach our goal? Is this reachable with the prices that have been set? Should we try

different marketing strategies? Has the money for all ads been collected?)

- Encourage employees to spend their money when it is their scheduled break.

Red, Blue and Green Afternoon Breaks (announced by Exchange City staff)

- Citizens can only go to the bank and break when their colored dot is announced.
- Afternoon breaks are the primary selling time period so continue to focus on producing quality goods and services during all breaks.
- Editor should assume Accountant's responsibilities when Accountant goes to lunch.
- Remind employees that money coming in should immediately go to the Accountant.
- Remind employees that they should remain in the shop for customers and to work on the paper unless they are on break or conducting business at other businesses.
- Accountant should make loan deposits as money comes in. They do not need to fill out a blue coupon for every check. They should add a bunch together on a single coupon. If some businesses have not yet paid for advertisements, Accountant should visit those shops and collect the money.

Clean up (announced by Exchange City staff)

The city is now closed. All buying of products should now cease. Employees of the Newspaper may continue printing and stapling the newspaper.

Accountants should take any more money to the bank for deposit. Owner should assist Accountant with organizing paperwork and money.

All employees should clean up the Newspaper, throwing away unwanted papers.

Town Meeting/Wrap up

Students will be gathered on "lawn", awards are handed out, raffles are drawn, etc. Students are dismissed by a teacher.

Thank you SO MUCH for your help today. Exchange City would not run as smoothly if it weren't for volunteers like you.

