

# How to get the Post Office 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 Post Office's goal for today is to pay off the loan. All will need to work together to accomplish this goal.

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

### Postmaster

- Take the Grant 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. Half the Post Office's loan is paid off with a grant.
- Take sign design and white board (hanging from mailbox) to the Sign Shop so they can work on Post Office's sign.
- Complete Morning Presentation Guide in preparation for town meeting. Mention products and prices.
- Take advertisements to the Newspaper and Broadcast Center and web page text to the Technology Shop.

- City Hall will bring their tax bills and Distribution will bring their rent bills to the Post Office to be distributed to all other business. Agents need to put these bills in envelopes, stamp them with the flag stamp and deliver them to mailboxes. Owner should come up with a charge for this service (usually \$2-\$5) and bill City Hall and Distribution.
- Assist and manage other employees as needed.

#### Postal Service Agent(s)

- Agents will work closely together all day to produce goods and provide services (delivering the mail).
- Agents should check mailbox and collect sort and deliver Exchange City mail.
- Agents should look at the supplies and suggestions for products and start creating products to sell.
- One of the Agents should fill out a Distribution Ordering Form from the bulletin board for a “start up pack”, obtain a check for \$5 from the Accountant (after loan has been approved) and bring it over to the Distribution Center for supplies to create products.
- Agents should come up with prices for goods and services and set up display of products on counter at front of shop.
- Agents should greet customers and make sales (remind students that buying of products will not begin until issuance of the first paycheck at Team Meeting I).
- City Hall will bring their tax bills and Distribution will bring their rent bills to the Post Office to be distributed to all other business. Agents need to put these bills in envelopes, stamp them with the flag stamp and deliver them to mailboxes. Owner should come up with a charge for this service (usually \$2-\$5) and bill City Hall and Distribution.

#### Accountant

- The Post Office will bill City Hall and Distribution for mailing their tax and rent bills. The Accountant can start this process by taking two Bills (on desk near computer) and filling them out – top and bottom – to each business for the amount decided upon by Owner. Accountant should then walk over and hand deliver these Bills to the Accountants of City Hall and Distribution.
- 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 Post Office’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**

Post Master will stand and read the Morning Presentation Guide (or prewritten speech) to inform other citizens about the goods and services provided by the Post Office.

### **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.
- Post Master should assume Accountant's responsibilities when Accountant goes to lunch.
- Postal Service Agents 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 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.
- 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? Should we introduce a new product?)
- 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.
- Post Master 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 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.

### **Clean up (announced by Exchange City staff)**

The city is now closed. All buying of products should now cease.

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 Post Office, 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.