

How to get the Sign Shop 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 Sign Shop'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

Owner

- 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 out sign design and white board (hanging from mailbox) to have a Production Designer start working on the Sign Shop's sign.
- Complete Morning Presentation Guide in preparation for town meeting. Mention products and prices.

- Take advertisements to the Newspaper and Broadcasting Center and web page text to the Technology Shop.
- Assist and manage other employees as needed.

Production Designer(s)

- Designers will be creating signs for the other businesses in town. The other businesses should be dropping off their white board and sign design.
- Designers should also examine the supplies and suggestions given for creating goods. They should use the morning to produce these goods. Depending on how many Designers there are, they should divide up responsibilities between creating signs and creating other products to sell.
- They should take a Distribution Center Ordering Form from the bulletin board and fill it out for a “Start Up Pack”. This will cost \$5 and they should take this form and a check for \$5 to the Distribution Center for supplies. Distribution has the list of supplies needed for each shop and will deliver them when they fill the order. If more supplies are needed, another Ordering Form can be filled out and cost of extra materials determined by consulting the supply sheet on the bulletin board.
- Designers should set prices on the products they will be selling. Students should identify the scarce and abundant items and price accordingly. Prices should be set between \$2 and \$5 and students can decide on special promotions.
- Have students list their prices on the “Price List” sheet provided in their shop. Let students know that people will not start buying their products until they receive their paychecks after “Team Meeting I” on the schedule.
- Designers should be creative and encouraged to come up with their own products.
- Designers should attempt not to waste supplies – use them wisely – and keep the production area neat with supplies in their correct places.

Sales Associate(s)

- Assist Designers with products and pricing.
- Create display of products on counter at front of shop.
- Greet and help customers when shop is busy.

Accountant

- The Sign Shop will be billing every other business in town for creating a sign. The Accountant can start this process by taking a bunch of Bills (on desk near computer) and filling

them out – top and bottom – to each company for \$5 for their sign. Accountant should then walk around and hand deliver these Bills to the other businesses.

- 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 Sign Shop’s computer. The Accountant does not enter this money from their own computer.

***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

Owner will stand and read the Morning Presentation Guide (or prewritten speech) to inform other citizens about the Sign Shop’s goods.

Other employees may stand up and display their products as the Owner mentions them.

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.
- Make sure everyone is prepared for the customers they will soon be receiving. They should make sure their display of products is “eye-catching” and price list is obvious. 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.
- Owner should assume Accountant’s responsibilities when Accountant goes to lunch.
- Designers should continue to produce and sell products.
- Sales Associates 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?)
- Let employees know that this afternoon will be their busy time and they will sell a lot of their product during the afternoon breaks.
- 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.
- Owner should assume Accountant's responsibilities when Accountant goes to lunch.
- Designers and Sales Associates should continue to produce and sell products. To increase business, they may try different marketing strategies like walking from business to business, suggesting businesses buy gifts for employees, offering custom made signs, etc.
- 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.

Production Designers and Sales Associates should straighten up all unused materials and throw away trash. They should attempt to take care that materials are placed in the correct containers and not mixed so that they are ready for the next visiting school.

Unsold hand-made items may be taken home.

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.