

# How to get Technology 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 Technology Center 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 Venture Capital 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.
- Complete Morning Presentation Guide in preparation for town meeting.

- Take advertisements to the Newspaper and Broadcasting Center.
- Assist and manage other employees as needed.

#### Script Director and Videographer

- These two employees will work closely together all day to create a DVD of the day. Let them know they have enough DVD space to record 1 hour's worth of footage so they need to be selective to make an interesting DVD. They should take a clipboard and paper and go sit in the snack shop to come up with a script for the day. This should include key figures to interview (students, volunteers and teachers), documenting the town meeting (see schedule) and being flexible to capture any stories that might come up during the day. Make sure they get one wide shot of entire city and interview at least 1 person from each shop.
- Exchange City staff should explain the use of the camera.
- Videographer and Script Director may decide to sell "A Few Minutes of Fame" to increase income to business.
- Do not videotape citizens with black dots on their nametags.

#### Graphic Designer(s)

- Graphic Designers can produce business cards, greeting cards, etc. from the same program already set up on their computer. If there is more than one Graphic Designer, they should each focus on a different item and take turns on the computer.
- Designer(s) should come up with prices for their items and display them on the Price List sheet provided in the shop.
- Encourage Designer(s) to create a sample item for their own shop and walk it around to show other businesses what they can do for them.
- Designer(s) should show their products and prices to Owner so he or she can include the information in their morning presentation.

#### Web Page Designer(s)

- Web Page Designer(s) should make sure they receive a web page advertisement from each business in the city. If they do not receive them, they should go around and collect them.
- Designers follow computer directions to create each shop's web page.
- After a shop's web page has been printed, Designers should deliver a print out of the page to the business owner of the

shop for approval. Employees of the shops should also receive a sheet of directions on how to access the web page from their home computer.

#### Accountant

- 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.
- Technology will be billing every other business \$5 for a web page. Accountant should fill out Bills (found on their desk) to each business and deliver them to the Accountants of those businesses.
- Accountant should check mailbox for bills delivered from City Hall and Distribution. All other bills will be delivered directly from Accountants of other businesses.
- 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 Wellness Center 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 Multi-Service Center's services.

## **Team Meeting I**

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

- 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 checks are delivered by Multi-Service, the Owner should sign the front of each one and distribute to employees. Employees should endorse the back.
- Review break schedule. Make sure everyone understands which color breaks they will be taking. They cannot deposit their paychecks until it is their break. Remind students that Exchange City staff will be announcing the breaks. They should pay attention to announcements.
- Make sure everyone knows that all money coming in should be given to the Accountant.

## **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.
- All employees should continue their job responsibilities through the lunch breaks. They should cover for each other if necessary.
- 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.

- When checks are delivered, Owner signs 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? Have all the other businesses paid for their web page services or do we need to go around and collect it? Are people buying our other products? Should we market them better or come up with new products? Are the prices right?)
- 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.
- Agents should be out collecting any outstanding bills.
- 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 straighten up all unused materials and throw away trash.

DVD needs to be “finalized” before it can be viewed outside of the camera. Ask an Exchange City staff person to assist with this. DVD will be going back with the school.

**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.