



**Program Information  
For  
Volunteer Training**



**Exchange City  
25 Granite Street, Portsmouth, NH 03801  
(603) 433-2210**

**Web: [exchangecity.org](http://exchangecity.org) Email: [info@exchangecity.org](mailto:info@exchangecity.org)**



## *Five Program Components:*

- Training for teachers (2 hours - 2  $\frac{1}{2}$  hours)
- Classroom instruction. Students have 6 weeks of in-classroom preparation, for 30 hours total. 3-4 weeks teaches general economics concepts, and in the final 2-3 weeks students prepare to run their own businesses.
- Training for volunteers (1-1  $\frac{1}{2}$  hours)
- Visit to Exchange City (4.5 hours)
- Follow-up classroom instruction (1-2 weeks)

# Exchange City

## Helpful Information For Your Journey Through The Exchange City Experience

### **Structure and Set-up**

- \* There are 13 or 14 shops depending on number of students
- \* All shops take out a business loan at the start of the day, except the bank.

The Technology Shop takes out a Venture Capital Loan- no interest.

The Post Office is given a Federal Grant- Pays half of this loan with no interest.

- \* Amount of bank loan is a combination of-
  1. Total payroll costs +
  2. Business expenses for their shop +
  3. 10% Interest = TOTAL (with the above exceptions)

### **Objectives and Outcomes**

- \* Each shop works to pay off their bank loan by end of day.
- \* Citizens manage their checkbooks and payroll checks.
- \* Follows the laws of the city.
- \* Experiences being a consumer and producer.
- \* Experiences the value of teamwork/staff relations.

**Action Plan** -Each shop has a method of making income

1. Bank- Does not have a loan to pay off. They receive interest; monitor business loans; handle citizen checking accounts & deposits.
2. Broadcast Center- Sells radio advertising and sells special requests for music for citizens.
3. City Hall- Mails out a bill for tax and legal services which each business must pay. They also give out tickets with fines for those who break the law (laws are voted on at school) Lastly, they distribute business licenses and conduct environmental inspections.
4. Distribution Center- Sells basic supplies to other shops and they mail out a rent bill to each shop for them to pay.
5. International Shop- Produces and sells retail products (jewelry).
6. Multi-Service Center- Does payroll services and assesses each business a utility bill after reading the utility meters.
7. Nature Shop- Produces and sells retail products (tissue flowers).
8. Newspaper- Sells newspaper advertisements and produces and sells a newspaper.
9. Post Office- Sells retail products (stationery packets) and receives a government subsidy for stamping/ canceling /delivering mail.
10. Sign Shop- Makes and sells signs for each shop. Produces and sells retail products (photo souvenirs).
11. Snack Shop- Sells refreshments-popcorn and drink- cash only. Adults have free charges for products.
12. Sports Shop-Produces and sells retail products (buttons/ pennants).
13. Technology Shop- Sells web page ads (a slogan). Produces an Exchange City video. Produces and sells retail products (stickers, greeting cards, and business cards).
14. Wellness Center- Produces and sells health products, tests and services.

**Results**- Each business works to pay back their bank loan.

**Satisfaction**- Citizens experience success by accomplishing their goals and learn lessons of time management, patience, teamwork, organization, and running a business.

## The Role of Parent/Adult Volunteers in Exchange City

1. Work in one Exchange City shop with a small group of students.
2. Help ensure the safety and security of the students.
3. Read the posted shop directions and schedule to the students.
4. Help the students with their individual checkbooks.
5. Encourage the students to do their work and complete their tasks.  
Remind students that they must return from their breaks on time.
6. Help the students endorse their paychecks and complete deposit tickets **before** they go to the bank.
7. Help the shop owner prepare the morning speech using the "Morning Presentation" form. Have the student practice giving the speech to you.
8. Encourage the students to keep their shop neat and clean. Supervise shop clean-up at the end of the day.
9. Let the students do the work. It may be necessary to help the students produce and price the products.
10. Help the accountants as needed. If you help accountants keep their Workspaces organized, it will be a big help to them.

**Have fun! We hope that you enjoy working with the children and watching them as they participate in the program.**

# SCHEDULE FOR THE DAY

## BANK

TIME	ACTIVITY	WHO
9:30-9:45	<u>Welcome &amp; Orientation</u> (EC Staff)	<u>All citizens</u>
9:45-11:00	Work in shop	All employees
11:00-11:15	<u>Morning Presentation</u> ( EC Staff )	Owners speak
11:15-11:25	Team Meeting I	All employees
11:25-11:45	Lunch Break 1	Senior Accountant Manager Account Manager 1&4
11:45-12:05	Lunch Break 2	President Account Manager 2
12:05-12:25	Lunch Break 3	Vice President Account Manager 3
12:25-12:35	Team Meeting II	All employees
12:35-12:55	Afternoon Break 1	Same as Lunch Break 1
12:55-1:15	Afternoon Break 2	Same as Lunch Break 2
1:15-1:35	Afternoon Break 3	Same as Lunch Break 3
1:35-1:45	Clean up Final payment	All employees
1:45	Closing Meeting (EC Staff)	All Citizens
2:05	Departure	

## RETAIL SHOP DIRECTIONS

### MORNING PREPARATION

**Goal:** Learn job responsibilities. Stay in your shop except when doing shop business.

### JOB RESPONSIBILITIES THROUGHOUT THE DAY

#### **Owner:**

1. Take sign design to Sign Shop and order sign.
2. Take loan application to Bank. Get loan contract.
3. Give ads to Newspaper, Broadcast & Technology employees as they come.
4. Decide with employees on products & prices. Set prices at \$2.00 or more!
5. Using order form, order items you need from Distribution Center.
6. Complete Morning Presentation Guide. Give Morning Presentation.
7. Sign business and payroll checks.
8. Work with Accountant. Review business check register.
9. Supervise employees and help when needed. Go over break schedule.

#### **Production Designer:**

1. Look at sample products and begin production with direction from adult.
2. Use your creativity and artistic abilities to make quality products.
3. Use supplies wisely and be careful not to waste them.
4. Keep production on schedule to meet customer demand.
5. Keep a neat and clean shop.
6. Greet and help customers when shop is busy.

**Sales Associate:**

1. Help Designers as needed.
2. Greet and help customers.
3. Take customer orders and find out where they work if delivery is needed.
4. Set up display case with products and make price list.
5. Keep a neat and clean shop.

**Accountant:**

1. Follow accounting directions.
2. Prepare business expense checks on an as needed basis.
3. Keep accurate record of business expenses.
4. Take loan payments to the Bank.
5. Enter customers' receipts into computer. Ask staff for help.

**PRICING PRODUCTS**

Determine prices for products. **You should try to price products at \$2.00 or more.**

Think about: the amount of your loan and the time and materials used in making each product.

If you have a scarce product, it should sell for a higher price.

PRICE	X	QUANTITY	=	EARNINGS
\$2.00	x	10	=	\$20.00
\$3.00	x	10	=	\$30.00
\$4.00	x	10	=	\$40.00

**MORNING PRESENTATION**

**(announced by Exchange City staff)**

**Goal:** Using the Morning Presentation Guide, show and tell about your products.



## PROGRESS CHECKS

### **TEAM MEETING I - LED BY ADULT VOLUNTEER**

**Goal:** Make sure everyone is working together towards a successful business.

1. How much have you produced towards your goal of paying off your loan?
  - a. Check to see how each employee is working to reach production goals.
  - b. Set a production goal to pay back loan.
2. See if employees have filled out deposit tickets & are keeping check registers.
3. Review break schedules.

### **TEAM MEETING II - LED BY ADULT VOLUNTEER**

**Goal:** Make sure everyone is working **together** towards a successful business.

1. Check with Accountant to see what the balance is on loan.
2. Count products to determine amount of money you would earn if all products were sold.

Is more production needed to pay off loan?
3. See if employees have filled out deposit tickets and are keeping check registers.
4. Review final break schedule. Remind citizens this is their last chance to spend money.

### **BONUS PAY:**

If the Retail Shop employees have paid off loan, worked together as a team, and returned from breaks on time, have the Accountant write bonus checks (up to \$3.00) for each employee.

**CLEAN UP**      **Goal:** Return shop to its original condition.

1. Straighten and put away all unused materials. Recycle all paper. Throw away trash.
2. Put all checkbooks and calculators in the shop envelope.

**Accountants-**  
Keep this form at  
your computer.

## Business Expense Form INTERNATIONAL SHOP

Business Name

Pay to the order of	For	Maximum amount	Budgeted amount	Payment procedure
Sign Shop	Sign	\$5.00	\$ 5.00	<input type="checkbox"/> collected by agent
Broadcast Center	Radio ad	\$10.00	\$ 10.00	<input type="checkbox"/> collected by agent
Newspaper	Newspaper ad	\$10.00	\$ 10.00	<input type="checkbox"/> collected by agent
Technology Shop	Web page ad	\$5.00	\$ 5.00	<input type="checkbox"/> collected by agent
Distribution Center	Business materials	\$10.00 <small>(First order is \$5.00, next orders will vary)</small>	\$ 10.00	<input type="checkbox"/> delivered by owners
Distribution Center	Building use and rent	\$10.00	\$ 10.00	<input type="checkbox"/> mailed
City Hall	Taxes, business license & legal services	\$10.00	\$ 10.00	<input type="checkbox"/> mailed
Multi-Service Center	Payroll services	\$10.00	\$ 10.00	<input type="checkbox"/> collected by agent
Multi-Service Center	Utilities	\$10.00 <small>(amount will vary, wait for bill)</small>	\$ 10.00	<input type="checkbox"/> collected by agent

**Total**

\$ 80.00

(Add numbers above)

Find this on the  
Employee Information  
Sheet

▶ **Total Gross Pay for Day** + \$

69.00

**Total Amount of Loan Required**

\$ 149.00

(Total Business Expenses)

**Total Amount of Loan Required**

\$ 149.00

10% of Total Amount  
of Loan Required

**Interest**

\$ 14.90

+

**Total Amount Due to Bank**

\$ 163.90

**REMEMBER!**

The Tech Shop does not pay interest on its Venture Capital Application. The Post Office only pays half of the loan back on its Federal Grant.

Total Net Pay for Day is deducted from the beginning balance in the business checkbook.

**Total Net Pay for Day is \$**

67.80

(Find this on the Employee Information Sheet)

## Employee Information Sheet

This is the (circle one):

Bank    Broadcast Center    City Hall    Distribution Center    International Shop    Multi-Service Center    Nature Shop  
 Newspaper    Post Office    Sign Shop    Snack Shop    Sports Shop    Technology Shop    Tempo

Employee Name (First and Last)	Account Number	Job Title	Gross Pay per Pay Period	Taxes	Net Pay per Pay Period	# of Pay Periods	Net Pay for Day
<i>Tisha Black</i>	<b>12</b>	Owner	\$ 6.50	- .10 =	<b>\$ 6.40</b>	X 2 =	<b>\$ 12.80</b>
<i>Johnny Lawrence</i>	<b>25</b>	Accountant	\$ 6.00	- .10 =	<b>\$ 5.90</b>	X 2 =	<b>\$ 11.80</b>
<i>Buck O'Neil</i>	<b>89</b>	Production Designer	\$ 5.50	- .10 =	<b>\$ 5.40</b>	X 2 =	<b>\$ 10.80</b>
<i>Max Newby</i>	<b>75</b>	Production Designer	\$ 5.50	- .10 =	<b>\$ 5.40</b>	X 2 =	<b>\$ 10.80</b>
<i>Elizabeth Hewitt</i>	<b>42</b>	Production Designer	\$ 5.50	- .10 =	<b>\$ 5.40</b>	X 2 =	<b>\$ 10.80</b>
<i>Clare Camrosino</i>	<b>56</b>	Production Designer	\$ 5.50	- .10 =	<b>\$ 5.40</b>	X 2 =	<b>\$ 10.80</b>
		Production Designer	\$ 5.50	- .10 =	\$	X 2 =	\$
		Sales Associate	\$ 5.50	- .10 =	\$	X 2 =	\$
		Sales Associate	\$ 5.50	- .10 =	\$	X 2 =	\$
		Sales Associate	\$ 5.50	- .10 =	\$	X 2 =	\$

<b>Total Gross Pay per Pay Period</b> \$ <span style="border: 1px solid black; padding: 2px 10px;"><b>34.50</b></span>
<b># of Pay Periods</b> x 2
<b>Total Gross Pay for Day</b> \$ <span style="border: 1px solid black; padding: 2px 10px;"><b>69.00</b></span>

**\$ 34.50**  
 Total Gross Pay  
 Per Pay Period

**\$ 33.90**  
 Total Net Pay  
 Per Pay Period

**\$67.80**  
 Total Net Pay  
 For Day

**Owners-**Deliver to Bank  
PresidentExchange City®  
Loan Application**INTERNATIONAL SHOP**

Business Name

Expenses	For	Maximum amount	Budgeted amount
Sign Shop	Sign	\$5.00	\$ 5.00
Broadcast Center	Radio ad	\$10.00	\$ 10.00
Newspaper	Newspaper ad	\$10.00	\$ 10.00
Technology Shop	Web page ad	\$5.00	\$ 5.00
Distribution Center	Business materials	\$10.00 (First order is \$5.00, next orders will vary)	\$ 10.00
Distribution Center	Building use and rent	\$10.00	\$ 10.00
City Hall	Taxes, business license, & legal services	\$10.00	\$ 10.00
Multi-Service Center	Payroll services	\$10.00	\$ 10.00
Multi-Service Center	Utilities	\$10.00	\$ 10.00
Total Gross Pay for Day	Employee payroll expenses	From Employee Information Sheet	\$ 69.00

**Total Amount of Loan Required**      \$ 149.00  
(Total Business Expenses)

10% of Total Amount  
of Loan Required

▶ **Interest +** \$ 14.90

**Total Amount Due to Bank**      \$ 163.90

I agree to pay the Exchange City Bank the amount borrowed plus 10% interest.

Owner Tisha Black

Date October 20, 2004

Accountant Johnny Lawrence

Business Name International Shop

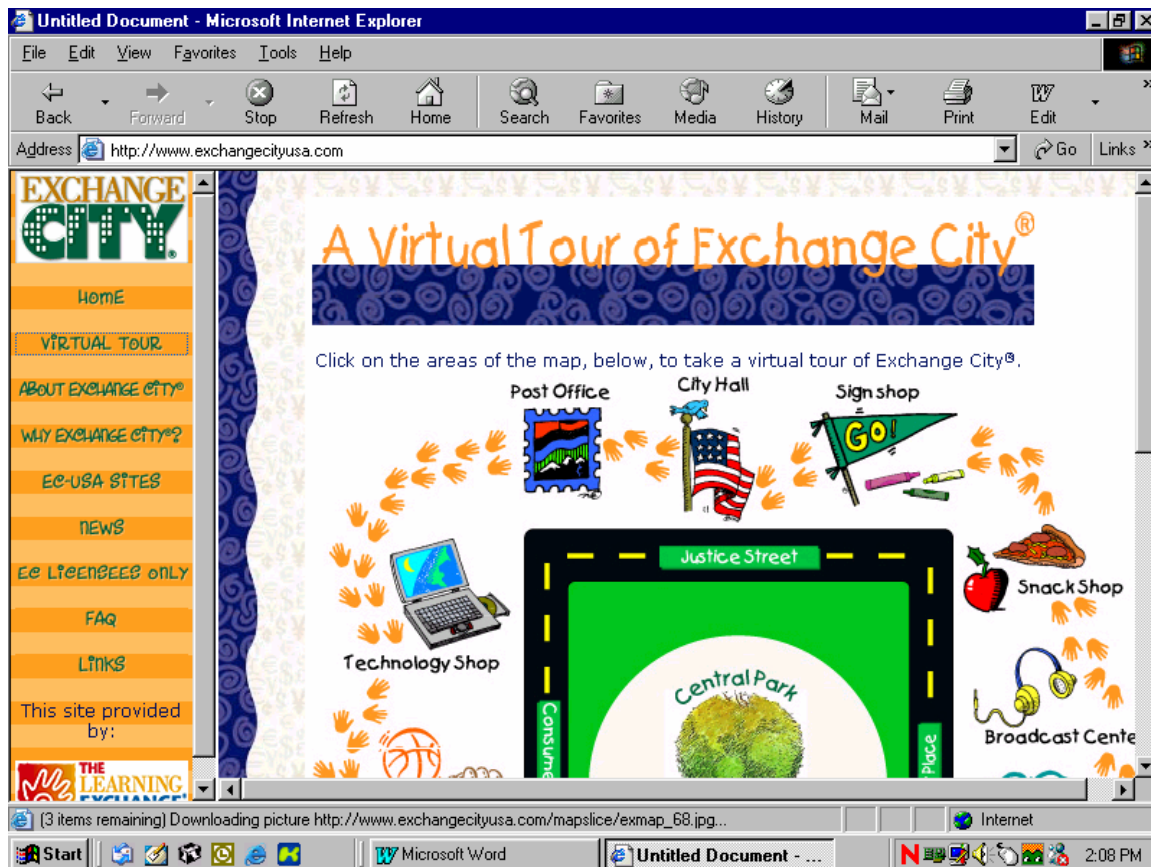
Business Address 402 Money Avenue

**For Bank Use Only**

- Approved by Bank President \_\_\_\_\_ (initials only)  
 Not approved by Bank President \_\_\_\_\_ (initials only)



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[www.exchangecityusa.com](http://www.exchangecityusa.com)