



Bank

# Bank Volunteer Information

## About the Bank

- ◆ The Bank provides personal and business checking accounts
- ◆ The Bank provides business loans to each WyoTowne shop
- ◆ Bank achieves its goal of making a profit by receiving and processing all business deposits and loan repayments by the end of the day.

## Fun Fact

The bank provides business loans to all of the other businesses in Towne, allowing them to pay their employees and business expenses.

Student Role:	Job Description:
<b>Bank President</b>	<ul style="list-style-type: none"> <li>◆ Responsible for the overall operation of the bank</li> <li>◆ Fills in for shop employees when needed</li> <li>◆ Works with the Vice President to determine which businesses have paid back their bank loan.</li> <li>◆ Processes direct deposit request forms</li> </ul>
<b>Vice President/ Accountant</b>	<ul style="list-style-type: none"> <li>◆ Responsible for handling the finances of the bank</li> <li>◆ Distributes electronic income receipts to each business</li> <li>◆ Deposits the Bank's business income</li> <li>◆ Collects business loan repayment checks from Towne businesses</li> </ul>
<b>Teller</b>	<ul style="list-style-type: none"> <li>◆ Processes personal withdrawals in the morning</li> <li>◆ Sells merchandise in the afternoon</li> <li>◆ Processes business deposits</li> <li>◆ Inputs all personal and business transactions into the online banking system</li> <li>◆ Files checks and deposit slips in the appropriate customer file</li> </ul>

## Volunteer Responsibilities

<b>In the morning</b>	<ul style="list-style-type: none"> <li>◆ Monitor the tellers who will be processing withdrawals</li> <li>◆ Ensure Tellers are collecting each withdrawal slip and issuing the correct amount of WyoTowne cash to their customers</li> </ul>
<b>In the afternoon</b>	<ul style="list-style-type: none"> <li>◆ Assist tellers with business deposits, ensuring that they've counted the cash and checks and verified deposit slips prior to writing a receipt</li> <li>◆ Monitor the sale of bank merchandise</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the "After Towne Closes" checklist</li> </ul>





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## Bank FAQ

### **Bank Specific:**

***Is all of the cash in our teller boxes ours to keep?***  
No, the cash in the bank boxes belongs to the bank.

***How does the bank make money?*** The bank makes money on business loans (10%) and by collecting \$.50 service fees from each citizen.

***Can we tell someone how much money is in their account?*** No, the tellers do not have up-to-date information on customers' accounts. Customers should be keeping track in their checkbook registers.

***Can a customer come back and withdraw or deposit more money?*** No, each individual will only come to the Bank one time to withdraw cash. They may deposit cash if they've overdrawn their account.

If someone would like to spend the money in their checking account, encourage them to use their debit card in Towne instead of taking out additional cash!

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***When will we know how much money our business made?*** Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

***How much cash will I get?*** The President and Vice-President each receive \$25.00. Everyone else makes \$20.00. You will get \$10 of your paycheck back in cash.

***I spent all of my cash, what happened to the rest of my paycheck?*** Your paycheck was direct deposited into your bank account. You already withdrew \$10 but the rest is still available. You may spend this money by using your debit card or writing a check.

***How much money is in my account?*** Look at your checkbook register! You should be recording check and debit transactions in your register so that you always know how much money you have in your account.

***Can I take money out/put more cash into my account?*** If you overdraw your account, you may deposit cash into your account. You may not withdraw any cash, though.

***Do I get to keep my debit card? The WyoTowne cash?***  
Yes, you get to keep your debit card. However, any unused AmeriTowne dollars will need to be returned at the end of the day. You may give it back to the Bank or put it in the donation station.

### **Other Student Questions:**

***Do I get to keep everything I buy?*** Yes, as long as you have not overdrawn your account.

***How many paychecks do I get?*** One, which was direct deposited at the beginning of the day.

***How many breaks do I get?*** Two. One in the morning and one in the afternoon.

***Do I have to take a break?*** Yes, we encourage you to take a break and spend your money so that the other businesses in Towne make a profit to pay their bills.

***What should I do during break time?*** You should have your "Young AmeriTowne Break Time To-Do List" from your student workbook that reminds you of all of the activities that you can participate in during your break.



Towne Hall

# Towne Hall Volunteer Information

## About Towne Hall

- ◆ Towne Hall is responsible for enforcing laws, keeping citizens safe, and ensuring that Towne is running smoothly throughout the day.
- ◆ The goal of Towne Hall is to keep citizens safe and to make enough money by the end of the day in order to pay off their business Bank loan with 10% interest.

## Fun Fact

Even the mayor and judge can be issued a citation for breaking the law!

Student Role:	Job Description:
<b>Mayor</b>	<ul style="list-style-type: none"> <li>◆ Issues licenses to the businesses in Towne</li> <li>◆ Give a short speech during the opening ceremony</li> <li>◆ Presents individual and business donations at the closing ceremony</li> </ul>
<b>Judge</b>	<ul style="list-style-type: none"> <li>◆ Interprets laws and determines the guilt or innocence of citizens</li> <li>◆ Issues and collects citation fines</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy checks at the end of the day</li> </ul>
<b>Police Officers</b>	<ul style="list-style-type: none"> <li>◆ Patrols Towne and issues citations to law-breakers</li> <li>◆ Escorts law-breakers to Towne Hall to appear before the Judge</li> </ul>
<b>Parcel Carrier</b>	<ul style="list-style-type: none"> <li>◆ Sells postage for stamps</li> <li>◆ Delivers postcards and shop merchandise to the appropriate destination</li> </ul>

## Volunteer Responsibilities

<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Provide support to the Police Officers and Judge as they determine if citizens are innocent or guilty</li> <li>◆ Assist citizens writing checks for their citation fine</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the “After Towne Closes” checklist</li> </ul>





# Towne Hall Volunteer Information

## Towne Hall FAQ

### **Towne Hall Specific:**

***Can people pay their fine with debit card or cash?***

Yes, Towne Hall accepts all payment methods.

***What happens if someone does not have enough money in their checking account to pay their fine?***

The judge can choose to assign community service (i.e. picking up trash or doing ten push-ups, etc.).

***Can someone who works at Towne Hall be arrested?***

Yes, all citizens are responsible for following Towne laws, regardless of their position.

***Who decides on a winner for the Towne Hall Stamp Contest?***

The mayor will choose a winner and will present it during Closing Ceremony at the end of the day

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***When will we know how much money our business made?***

Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

***How much cash will I get?*** The President and Vice-President each receive \$25.00. Everyone else makes \$20. 00. You will get \$10 of your paycheck back in cash.

***I spent all of my cash, what happened to the rest of my paycheck?*** Your paycheck was direct deposited into your back account. You already withdrew \$10 but the rest is still available. You may spend this money by using your debit card or writing a check.

***How much money is in my account?*** Look at your checkbook register! You should be recording check and debit transactions in your register so that you always know how much money you have in your account.

***Can I take money out/put more cash into my account?*** If you overdraw your account, you may deposit cash into your account. You may not withdraw any cash, though.

***Do I get to keep my debit card? The WyoTowne cash?***

Yes, you get to keep your debit card. However, any unused AmeriTowne dollars will need to be returned at the end of the day. You may give it back to the Bank or put it in the donation station.

### **Other Student Questions:**

***Do I get to keep everything I buy?*** Yes, as long as you have not overdrawn your account.

***How many paychecks do I get?*** One, which was direct deposited at the beginning of the day.

***How many breaks do I get?*** Two. One in the morning and one in the afternoon.

***Do I have to take a break?*** Yes, we encourage you to take a break and spend your money so that the other businesses in Towne make a profit to pay their bills.

***What should I do during break time?*** You should have your “Young AmeriTowne Break Time To-Do List” from your student workbook that reminds you of all of the activities that you can participate in during your break.



T.V. Station

# TV Station Volunteer Information

## About the TV Station

- ◆ The T.V. Station records and broadcasts commercials for all businesses and provides a newscast of the day's events.
- ◆ The goal of the T.V. Station is to create informative and entertaining commercials for each business in order to pay off their business Bank loan with 10% interest.

## Fun Fact

If the TV Station completes all of their ads, they can film and sell personal videos around

Student Role:	Job Description:
<b>Manager</b>	<ul style="list-style-type: none"> <li>◆ Supervises employees and shop operations</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy checks at the end of the day</li> </ul>
<b>Reporter</b>	<ul style="list-style-type: none"> <li>◆ Gives a short welcome speech before the opening ceremony</li> <li>◆ Facilitates and conducts business commercials</li> <li>◆ Conducts a newscast once business commercials are complete</li> </ul>
<b>Photo Journalist</b>	<ul style="list-style-type: none"> <li>◆ Films all footage</li> </ul>

## Volunteer Responsibilities

<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Provide support to the Reporters and Photojournalists as they work to complete business commercials and film other content</li> <li>◆ Remind them that they will not need to collect payment for the business commercials, because all shop accountants pay their business bills electronically</li> <li>◆ Remind Photojournalists to play back each commercial once filmed, to ensure that the sound is working properly.</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the "After Towne Closes" checklist</li> </ul>





# TV Station Volunteer Information

T.V. Station

## TV Station FAQ

### **TV Station Specific:**

***Do we have to collect money for the commercials that we film?*** No, each accountant will be paying the T.V. Station electronically for the business commercials that are filmed.

***Can we charge people for individual interviews?***  
Only after all business commercials and the newscast has been filmed.

***Does the T.V. Station sell any toys?*** No

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***When will we know how much money our business made?*** Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

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# Newspaper Volunteer Information

## About the Newspaper

- ◆ The Newspaper reports on news in Towne and advertises for businesses by creating and selling a four page newspaper.
- ◆ The goal of this shop is to sell enough newspapers in order to pay off their business Bank loan with 10% interest.

## Fun Fact

The newspaper is a timeless souvenir students, teachers, and parents keep to remind them of their special day in WyoTowne.

Student Role:	Job Description:
<b>Manager/Editor</b>	<ul style="list-style-type: none"> <li>◆ Oversees stories written by the reporters</li> <li>◆ Writes an editorial for the newspaper</li> <li>◆ Proofreads, edits, and finalizes the newspaper before printing</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy checks at the end of the day</li> </ul>
<b>Reporter</b>	<ul style="list-style-type: none"> <li>◆ Gathers stories from WyoTowne and conducts interviews to include in the paper</li> <li>◆ Takes pictures from each story written</li> <li>◆ Responsible for selling the newspaper after lunch</li> </ul>
<b>Typist</b>	<ul style="list-style-type: none"> <li>◆ Collects and organizes advertisements from each business to include in the paper</li> <li>◆ Types stories created by reporters and helps proofread</li> </ul>

## Volunteer Responsibilities

<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Encourage teamwork by reminding the Reporters and Typists that they will need to fill in for each other when they are on break.</li> <li>◆ Monitor Reporters and Typists to ensure that the paper is on track to be completed by lunch.</li> <li>◆ Once the newspaper is typed, check with your WyoTowne staff member to print and copy the newspaper.</li> <li>◆ Assist with stapling and selling the newspaper, ensuring that all money received gets placed in the shop money bag. Check to make sure the newspaper staff understands how to do a debit card transaction and process coupons.</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the “After Towne Closes” checklist</li> </ul>





Newspaper

# Newspaper Volunteer Information

## Newspaper FAQ

### **Newspaper Specific:**

***Where can we advertise and sell our newspapers?***  
You may walk around Towne and advertise and sell your newspapers--just be sure that any money that you collect gets placed in the shop money bag.

***Can we accept personal checks?***  
Yes

***Can students use newspaper coupons?*** No, coupons are for adults only.

***Can we print more newspapers if we sell out?*** Yes

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***What should we do if our products are not selling very well?*** Because your business goal is to make enough money to pay off your bank loan, you are encouraged to advertise rather than lower the price.

***Where can we advertise our products?*** You may stand in front of your shop to advertise, but you may not walk away from your business. When making a sale, you must be inside of your shop to complete the transaction.

***When will we know how much money our business made?*** Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

***How much cash will I get?*** The President and Vice-President each receive \$25.00. Everyone else makes \$20.00. You will get \$10 of your paycheck back in cash.

***I spent all of my cash, what happened to the rest of my paycheck?*** Your paycheck was direct deposited into your back account. You already withdrew \$10 but the rest is still available. You may spend this money by using your debit card or writing a check.

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***Do I get to keep my debit card? The WyoTowne cash?***  
Yes, you get to keep your debit card. However, any unused AmeriTowne dollars will need to be returned at the end of the day. You may give it back to the Bank or put it in the donation station.

### **Other Student Questions:**

***Do I get to keep everything I buy?*** Yes, as long as you have not overdrawn your account.

***How many paychecks do I get?*** One, which was direct deposited at the beginning of the day.

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***Do I have to take a break?*** Yes, we encourage you to take a break and spend your money so that the other businesses in Towne make a profit to pay their bills.

***What should I do during break time?*** You should have your "Young AmeriTowne Break Time To-Do List" from your student workbook that reminds you of all of the activities that you can participate in during your break.





# Medical Center Volunteer Information

## About the Medical Center

- ◆ The Medical Center provides healthcare to the citizens of Young AmeriTowne.
- ◆ Medical Center employees assess, diagnose, and treat patients and charge a \$2.00 co-payment for treatment
- ◆ The Medical Center also sells a product to patients and consumers in Towne.
- ◆ Being kind, helpful and responsible are important qualities to possess as staff members of the Medical Center.

## Fun Fact

The Medical Center provides medical insurance to each of the shops in Towne.

Student Role:	Job Description:
<b>Manager</b>	<ul style="list-style-type: none"> <li>◆ Monitors doctors and health technicians to make sure that patients are being treated in a timely manner</li> <li>◆ Ensures that no more than 2 patients are in the Medical Center at a time</li> <li>◆ Helps sell gift shop items to customers</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy checks at the end of the day</li> </ul>
<b>Health Technicians</b>	<ul style="list-style-type: none"> <li>◆ Picks up and transports patients to the Medical Center</li> <li>◆ Conducts patient intake information</li> <li>◆ Charges each patient a \$2.00 co-payment (must be received before seeing doctor)</li> </ul>
<b>Doctors</b>	<ul style="list-style-type: none"> <li>◆ Looks over Health Technician notes</li> <li>◆ Diagnoses patients on shop tablet</li> <li>◆ Prescribes treatment plan and utilizes medical equipment</li> </ul>

## Volunteer Responsibilities

<b>Before Towne</b>	<ul style="list-style-type: none"> <li>◆ Help the Doctors and Health Technicians read through their instruction sheets on how to conduct patient intake and diagnosis. Have the employees practice using the medical equipment in the shop before Towne opens.</li> </ul>
<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Encourage teamwork by reminding the Doctors and Health Technicians that they will need to fill in for each other when they are on break.</li> <li>◆ Ensure that the Medical team is providing quick healthcare and keeping patients no longer than 5 minutes.</li> <li>◆ Remind students that they should be collecting \$2.00 co-payment checks from each patient (remind them that they only accept checks for co-payments but that they may accept cash when selling their “doctor’s treat”).</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the “After Towne Closes” checklist</li> </ul>





# Medical Center Volunteer Information

Medical Center

## Medical Center FAQ

### **Medical Center Specific:**

***What forms of payment does the Medical Center accept?*** The Medical Center accepts all forms of payment for their services and products.

***Can we go back to a shop a second time to pick up a patient?*** Yes, but you must pick up a different patient. Each person can only get taken to the Medical Center a maximum of one time.

***Can the Mayor and/or Judge get taken to the Medical Center?*** Yes

***Can an adult get taken to the Medical Center?*** No, adults and no students on break may be picked up and taken to the Medical Center as a patient.

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***What should we do if our products are not selling very well?*** Because your business goal is to make enough money to pay off your bank loan, you are encouraged to advertise rather than lower the price.

***Where can we advertise our products?*** You may stand in front of your shop to advertise, but you may not walk away from your business. When making a sale, you must be inside of your shop to complete the transaction.

***When will we know how much money our business made?*** Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

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### **Other Student Questions:**

***Do I get to keep everything I buy?*** Yes, as long as you have not overdrawn your account.

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***Do I have to take a break?*** Yes, we encourage you to take a break and spend your money so that the other businesses in Towne make a profit to pay their bills.

***What should I do during break time?*** You should have your “Young AmeriTowne Break Time To-Do List” from your student workbook that reminds you of all of the activities that you can participate in during your break.



# Containers Shop Volunteer Information

## About the Containers Shop

- ◆ The Containers Shop assembles and sells containers and other products.
- ◆ The Container Shop is responsible for selling one of two online orders in Towne.
- ◆ Customers may order a cardboard briefcase online to be delivered to them by a Parcel Carrier.
- ◆ The Containers Shop will also create a “teacher thank you” gift to present during closing ceremony.

## Fun Fact

The Containers Shop is the only place where students can order a product online.

Student Role:	Job Description:
<b>Manager</b>	<ul style="list-style-type: none"> <li>◆ Monitors shop computer for incoming briefcase orders and delegates to assemblers</li> <li>◆ Delegates responsibilities to employees to ensure that all shop tasks are being completed</li> <li>◆ Ensures that all business income gets placed in the shop money bag</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy checks at the end of the day</li> </ul>
<b>Assemblers</b>	<ul style="list-style-type: none"> <li>◆ Sells products and uses the laws of supply and demand to raise and lower prices</li> <li>◆ Assembles briefcases and uses shop computer to complete each order</li> <li>◆ Places all business income in the shop money bag</li> </ul>

## Volunteer Responsibilities

<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Ensure that the Assemblers are rotating jobs so that all tasks get completed.</li> <li>◆ Encourage Assemblers to put all briefcases together, reminding them that the briefcases can only be purchased on Towne kiosks.</li> <li>◆ Help assemblers create their teacher “thank you” gifts and complete all online orders.</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the “After Towne Closes” checklist</li> </ul>





Containers Shop

# Containers Shop Volunteer Information

## Containers Shop FAQ

### **Containers Shop Specific:**

***Can someone come in to the Containers Shop and buy a briefcase directly from our shop?*** No, the only way to purchase a briefcase is to order it on one of the kiosks in Towne.

***How do we receive payment for our briefcase orders?*** All online order income will be totaled on the tablet and will be deposited electronically into the business account.

***Does a customer need to pick up their briefcase once they order it?*** No, once the Containers Shop has completed the briefcase order, an employee from Towne Hall will come and pick it up and deliver it to the customer.

***When do we give out the teacher gifts?*** The Containers Shop Manager will announce the teacher gifts at the end of the day during Closing Ceremony.

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***What should we do if our products are not selling very well?*** Because your business goal is to make enough money to pay off your bank loan, you are encouraged to advertise rather than lower the price.

***Where can we advertise our products?*** You may stand in front of your shop to advertise, but you may not walk away from your business. When making a sale, you must be inside of your shop to complete the transaction.

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# Snack Shop Volunteer Information

## About the Snack Shop

- ◆ The Snack Shop sells snacks, drinks, and toys.
- ◆ The goal of the Snack Shop is to sell enough products to pay off their business Bank loan with 10% interest.

## Fun Fact

The snack shop sells primarily healthy snacks such as apple slices and milk!

Student Role:	Job Description:
<b>Manager</b>	<ul style="list-style-type: none"> <li>◆ Helps provide excellent customer service by keeping the shop clean and providing fast, efficient service</li> <li>◆ Uses supply and demand concepts to monitor and adjust prices of popular items</li> <li>◆ Oversees the operation of the Snack Shop</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy check at the end of the day</li> </ul>
<b>Salesperson</b>	<ul style="list-style-type: none"> <li>◆ Fulfills customer orders and ensures sure all money gets placed in the shop money bag</li> <li>◆ Works with the manager and accountant to determine when to raise prices on products</li> </ul>

## Volunteer Responsibilities

<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Help the Salespeople determine where to display their products for sale</li> <li>◆ Make sure that the Salespeople understand how to do a debit card transaction and how to redeem volunteer coupons for snack purchases</li> <li>◆ Make sure that shop employees are applying the laws of supply and demand and adjusting their prices appropriately throughout the day</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the "After Towne Closes" checklist</li> </ul>





# Snack Shop Volunteer Information

## Snack Shop FAQ

### **Snack Shop Specific:**

***How can I get people to come in and purchase our products?*** Advertise!

***Can we get more products if we run out?*** After lunch, you will get a second shipment of everything except drinks and apple slices.

***Do we get to keep our uniform?*** No

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***What should we do if our items are not selling very well?*** Because your business goal is to make enough money to pay off your bank loan, you are encouraged to advertise rather than lower the price.

***Where can we advertise our products?*** You may stand in front of your shop to advertise, but you may not walk away from your business. When making a sale, you must be inside of your shop to complete the transaction.

***When will we know how much money our business made?*** Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

***How much cash will I get?*** The President and Vice-President each receive \$25.00. Everyone else makes \$20.00. You will get \$10 of your paycheck back in cash.

***I spent all of my cash, what happened to the rest of my paycheck?*** Your paycheck was direct deposited into your back account. You already withdrew \$10 but the rest is still available. You may spend this money by using your debit card or writing a check.

***How much money is in my account?*** Look at your checkbook register! You should be recording check and debit transactions in your register so that you always know how much money you have in your account.

***Can I take money out/put more cash into my account?*** If you overdraw your account, you may deposit cash into your account. You may not withdraw any cash, though.

***Do I get to keep my debit card? The WyoTowne cash?*** Yes, you get to keep your debit card. However, any unused AmeriTowne dollars will need to be returned at the end of the day. You may give it back to the Bank or put it in the donation station.

### **Other Student Questions:**

***Do I get to keep everything I buy?*** Yes, as long as you have not overdrawn your account.

***How many paychecks do I get?*** One, which was direct deposited at the beginning of the day.

***How many breaks do I get?*** Two. One in the morning and one in the afternoon.

***Do I have to take a break?*** Yes, we encourage you to take a break and spend your money so that the other businesses in Towne make a profit to pay their bills.

***What should I do during break time?*** You should have your "Young AmeriTowne Break Time To-Do List" from your student workbook that reminds you of all of the activities that you can participate in during your break.



# Energy Resources Volunteer Information

## About Energy Resources

- ◆ Energy Resources provides maintenance to the shops around Towne and sells various products.
- ◆ The goal of Energy Resources is to sell enough products to pay off their business Bank loan with 10% interest.

## Fun Fact

Energy Resources sells custom engraved dog tags.

Student Role:	Job Description:
<b>Manager</b>	<ul style="list-style-type: none"> <li>◆ Uses supply and demand concepts to monitor and adjust prices of popular items</li> <li>◆ Oversees the operation of the Snack Shop</li> <li>◆ Monitors the energy maintenance service</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy check at the end of the day</li> </ul>
<b>Salesperson</b>	<ul style="list-style-type: none"> <li>◆ Completes transactions and ensures sure all money gets placed in the shop money bag</li> <li>◆ Works with the manager and accountant to determine when to raise prices on products</li> </ul>
<b>Field Technician</b>	<ul style="list-style-type: none"> <li>◆ Performs maintenance for shops in Towne</li> </ul>

## Volunteer Responsibilities

<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Help the Salespeople determine where to display their products for sale.</li> <li>◆ Make sure that the Salespeople understand how to do a debit card transaction.</li> <li>◆ Ensure that money collected for products sold gets put in the shop money bag.</li> <li>◆ When all maintenance tasks are completed, direct the Field Technicians to reset the all of the tasks in order to help set up for the school that is coming next.</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the “After Towne Closes” checklist</li> </ul>





# Energy Resources Volunteer Information

## Energy Resources FAQ

### **Energy Resources Specific:**

***Who engraves the dog tags?*** The salespeople or customer may engrave the dog tags.

***Do we have to ask the businesses to pay us when we provide maintenance to their shop?*** No, all business Accountants will pay Energy Resources electronically for their maintenance service.

***What do we do with the old parts after we replace them in a shop?*** Leave the old parts in your tool bag so that the tasks can be reset at the end of the day.

***What do we do when we have completed all of our maintenance tasks?*** Go around Towne and undo all of the tasks in order to set up for the school that is coming tomorrow.

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***What should we do if our items are not selling very well?*** Because your business goal is to make enough money to pay off your bank loan, you are encouraged to advertise rather than lower the price.

***Where can we advertise our products?*** You may stand in front of your shop to advertise, but you may not walk away from your business. When making a sale, you must be inside of your shop to complete the transaction.

***When will we know how much money our business made?*** Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

***How much cash will I get?*** The President and Vice-President each receive \$25.00. Everyone else makes \$20.00. You will get \$10 of your paycheck back in cash.

***I spent all of my cash, what happened to the rest of my paycheck?*** Your paycheck was direct deposited into your back account. You already withdrew \$10 but the rest is still available. You may spend this money by using your debit card or writing a check.

***How much money is in my account?*** Look at your checkbook register! You should be recording check and debit transactions in your register so that you always know how much money you have in your account.

***Can I take money out/put more cash into my account?*** If you overdraw your account, you may deposit cash into your account. You may not withdraw any cash, though.

***Do I get to keep my debit card? The WyoTowne cash?*** Yes, you get to keep your debit card. However, any unused AmeriTowne dollars will need to be returned at the end of the day. You may give it back to the Bank or put it in the donation station.

### **Other Student Questions:**

***Do I get to keep everything I buy?*** Yes, as long as you have not overdrawn your account.

***How many paychecks do I get?*** One, which was direct deposited at the beginning of the day.

***How many breaks do I get?*** Two. One in the morning and one in the afternoon.

***Do I have to take a break?*** Yes, we encourage you to take a break and spend your money so that the other businesses in Towne make a profit to pay their bills.

***What should I do during break time?*** You should have your “Young AmeriTowne Break Time To-Do List” from your student workbook that reminds you of all of the activities that you can participate in during your break.





Radio Station

# Radio Station Volunteer Information

## About the Radio Station

- ◆ The Radio Station provides on-air advertising for the shops in Towne as well as sells song requests.
- ◆ The goal of the Radio Station is to sell enough song requests to pay off their business Bank loan with 10% interest.

## Fun Fact

The radio station hosts a joke contest and reads entries over the air.

Student Role:	Job Description:
<b>Manager</b>	<ul style="list-style-type: none"><li>◆ Ensures the DJs are playing a diverse mix of music and that business advertisements are broadcasted over the air</li><li>◆ Fills in for DJ's during breaks</li><li>◆ Uses the laws of supply and demand to adjust prices for products</li></ul>
<b>Accountant</b>	<ul style="list-style-type: none"><li>◆ Pays business expenses electronically</li><li>◆ Makes deposits with business income</li><li>◆ Writes the bank loan repayment and philanthropy check at the end of the day</li></ul>
<b>Disk Jockey</b>	<ul style="list-style-type: none"><li>◆ Collects business advertising information and broadcasts advertisements</li><li>◆ Selects, announces, and plays a diverse range of music over the air</li></ul>

## Volunteer Responsibilities

<b>Before Towne</b>	<ul style="list-style-type: none"><li>◆ Help the DJs read through their instruction sheet on how to broadcast radio advertisements and play music</li></ul>
<b>During Towne</b>	<ul style="list-style-type: none"><li>◆ Monitor and remind Radio employees to keep the volume level at the levels indicated on the equipment</li><li>◆ Ensure that all profit gets placed in the shop money bag</li></ul>
<b>After Towne</b>	<ul style="list-style-type: none"><li>◆ Refer students to the "After Towne Closes" checklist</li></ul>





# Radio Station Volunteer Information

## Radio Station FAQ

### **Radio Station Specific:**

***What is the postcard contest in the Radio Station?*** The Radio Station holds a “Joke of the Day” contest. Entries will be delivered to the Radio Station by the Parcel Carriers. The Radio Manager is responsible for sorting through the entries and selecting a winner which they will announce in front of Towne Hall at the end of the day.

***Can we get on the Internet to search for music?*** No, only music that was pre-loaded onto a playlist and was pre-approved by your teachers back at school will be allowed to be played.

***Do we need to collect money from the shops for their advertisements?*** No, all of the shop accountants are paying their business bills online, so your shop will receive all payments electronically.

***What if we forgot music at home?*** WyoTowne will provide back-up music if needed.

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***What should we do if our products are not selling very well?*** Because your business goal is to make enough money to pay off your bank loan, you are encouraged to advertise rather than lower the price.

***Where can we advertise our products?*** You may stand in front of your shop to advertise, but you may not walk away from your business. When making a sale, you must be inside of your shop to complete the transaction.

***When will we know how much money our business made?*** Back at school, each shop will receive a business statement, allowing you to see how much total income your shop made. Your accountant should also be able to provide this information to you.

### **Personal Finance:**

***How much cash will I get?*** The President and Vice-President each receive \$25.00. Everyone else makes \$20.00. You will get \$10 of your paycheck back in cash.

***I spent all of my cash, what happened to the rest of my paycheck?*** Your paycheck was direct deposited into your back account. You already withdrew \$10 but the rest is still available. You may spend this money by using your debit card or writing a check.

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***Do I get to keep my debit card? The WyoTowne cash?*** Yes, you get to keep your debit card. However, any unused AmeriTowne dollars will need to be returned at the end of the day. You may give it back to the Bank or put it in the donation station.

### **Other Student Questions:**

***Do I get to keep everything I buy?*** Yes, as long as you have not overdrawn your account.

***How many paychecks do I get?*** One, which was direct deposited at the beginning of the day.

***How many breaks do I get?*** Two. One in the morning and one in the afternoon.

***Do I have to take a break?*** Yes, we encourage you to take a break and spend your money so that the other businesses in Towne make a profit to pay their bills.

***What should I do during break time?*** You should have your “Young AmeriTowne Break Time To-Do List” from your student workbook that reminds you of all of the activities that you can participate in during your break.



# Sign & Print Shop Volunteer Information

Sign and Print

## About the Sign & Print Shop

- ◆ Sign and Print produces business and custom ordered signs and sells various products.
- ◆ The goal of the Sign and Print Shop is to sell enough products to pay off their business Bank loan with 10% interest.

## Fun Fact

The Sign & Print Shop can make custom signs for customers!

Student Role:	Job Description:
<b>Manager</b>	<ul style="list-style-type: none"> <li>◆ Ensures that products for sale are displayed in the shop</li> <li>◆ Works to ensure that employees are creating and delivering signs in a timely manner</li> <li>◆ Uses the laws of supply and demand to adjust prices for products</li> </ul>
<b>Accountant</b>	<ul style="list-style-type: none"> <li>◆ Pays business expenses electronically</li> <li>◆ Makes deposits with business income</li> <li>◆ Writes the bank loan repayment and philanthropy check at the end of the day</li> </ul>
<b>Graphic Artist</b>	<ul style="list-style-type: none"> <li>◆ Collects business advertisement information from each shop and uses the information to create signs on the computer</li> <li>◆ Sells and creates personal signs for customers</li> </ul>
<b>Designer</b>	<ul style="list-style-type: none"> <li>◆ Colors and delivers all signs once completed</li> <li>◆ Uses advertisement techniques to sell shop items. Ensures money is placed in shop money bag</li> </ul>

## Volunteer Responsibilities

<b>During Towne</b>	<ul style="list-style-type: none"> <li>◆ Go through the process of creating and delivering the first business sign together.</li> <li>◆ Ensure that money collected for products sold gets put in the shop money bag.</li> <li>◆ Remind employees that they will not need to collect payment for these signs since all shop accountants pay their business bills electronically.</li> <li>◆ 15 minutes before the end of the day, check in with Graphic Artists and Designers to ensure that all remaining signs will be completed by the end of the day.</li> </ul>
<b>After Towne</b>	<ul style="list-style-type: none"> <li>◆ Refer students to the “After Towne Closes” checklist</li> </ul>





Sign and Print

# Sign & Print Shop Volunteer Information

## Sign & Print Shop FAQ

### **Sign & Print Shop Specific:**

***Where do I deliver completed business signs? Personal signs?*** Each shop has a sign holder in the front of their business for their business sign. Individual signs get delivered to the shop where the student that placed the order works.

***Do I need to collect money for the business signs that I deliver?*** No. Each business accountant will automatically be paying Sign & Print electronically for the purchase of their sign.

***Do I need to collect money for the personal signs that I deliver?*** Individuals should pay for their sign as soon as they place their order.

***What if we don't have enough time to complete all of our sign orders?*** 15 minutes before the end of the day, your shop employees should stop selling personal signs so that you have enough time to complete and deliver all of your orders.

### **Business Practices:**

***Do our employees get to split the money that our business makes?*** No, your business uses the money earned to pay for shop expenses.

***What should we do if our products are not selling very well?*** Because your business goal is to make enough money to pay off your bank loan, you are encouraged to advertise rather than lower the price.

***Where can we advertise our products?*** You may stand in front of your shop to advertise, but you may not walk away from your business. When making a sale, you must be inside of your shop to complete the transaction.

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### **Other Student Questions:**

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