



Young AmeriTowne: WyoTowne Volunteer Handbook

Dear Volunteer,

Thank you so much for taking time out of your busy schedule to volunteer for WyoTowne. Programs like this would not be successful without the help of those like yourself. We hope that this volunteer handbook will equip you with information to make your day in Towne just as impactful and fun as it will be for the students. If you have any additional questions, please reach out to your child's teacher!

Quick FAQ's	
What is the time commitment of volunteering?	Volunteers arrive by 8:45 AM and Towne wraps up at 1:15 PM. Please plan to stay the entire time unless you make other arrangements with your child's teacher.
What will I be doing?	Volunteers serve as business consultants to each of the 10 shops in Towne. This involves encouraging students to perform designated job duties, offering advice pertaining to business operations, and ensuring that the day runs smoothly.
Can I volunteer in the same shop as my child?	We discourage parents from volunteering in the same shop as their child as it often becomes a distraction. Instead, we place parents in shops next to or near their student where they are able to candidly observe their child working.
Can I bring my other children?	No. Please arrange childcare for any children not participating in WyoTowne.
When is lunch?	Lunch is 11:20 to 11:40 AM. You may leave to get lunch but your child must stay at WyoTowne.
Where is WyoTowne?	Please see the attached map and directions

Volunteer Information/Responsibilities




General Volunteer Information:

- _____ Please bring a sack lunch that does not require a refrigerator or microwave.
- _____ Please arrive by 8:45 minutes (or as indicated by your student's teacher) prior to the school arriving at WyoTowne so that you may receive shop-specific training from a staff person.
- _____ A staff member will be assigned to an area that will include the shop to which you are assigned. He/She is your "point-person" and will answer any questions you may have.


The staff at WyoTowne want your child's experience to be successful and enjoyable. Please join us in maintaining a professional, learning environment by:

- _____ Taking on the role of a business consultant. Answer questions with a question to encourage students to solve their own issues.
- _____ Resisting the temptation to step in and do the jobs for them.
- _____ Taking candid pictures of your child in the working environment without distraction from his/her duties.
- _____ Encouraging the employees to stay in their shop unless they are on break or on assignment for their work detail.
- _____ Making sure that they are taking their scheduled break and spending their money to support the Towne economy.
- _____ Not bringing siblings of the child participating.
- _____ Not spending your child's money for them—we want them to learn about time management while they are here.
- _____ Refraining from any activity that might affect the Young AmeriTowne economy, such as encouraging (or instigating) a bank robbery or labor strike, stealing from a shop or individual to "teach them a lesson," or starting a boycott.

Young AmeriTowne

<h2>Snack Shop</h2>  <p>310 Profit Pkwy.</p>	<h2>Containers Shop</h2>  <p>309 Profit Pkwy.</p>	<h2>Newspaper</h2>  <p>306 Success St.</p>
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Sign & Print




317 Penny Lane

Towne Hall

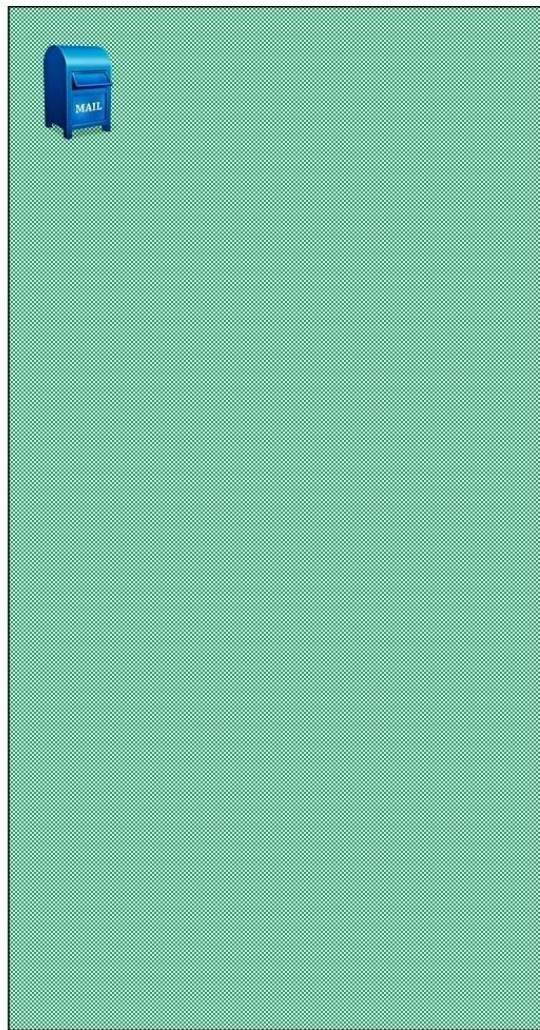


303 Success St

TV Station



304 Banking Blvd.




Bank




301 Banking Blvd.

Medical




307 Banking Blvd.

Radio



316 Penny Lane

Energy Resources



312 Success St

WyoTowne Businesses

Citizens of Young AmeriTowne are employed in one of the following businesses. All citizens apply and interview for the jobs of their choice. Once at work, citizens work as producers, earn a paycheck and spend their breaks as consumers purchasing goods and services from the businesses in town.

BANK: Provides personal and business checking accounts and business loans. Positions available: President, Vice President, Tellers.

CONTAINER SHOP: Assembles and sells products. Delivers all products for the town. Positions available: Manager, Accountant, Assemblers.

ENERGY RESOURCES: Provides energy saving maintenance to all shops and sells related products. Positions Available: Manager, Accountant, Technician, Salespeople

MEDICAL CENTER: Provides medical information, preventative advice, and diagnoses for medical problems. Positions available: Manager, Accountant, Doctors, Health Technician/Insurance Coordinators.

NEWSPAPER: Reports on news in WyoTowne and provides advertising for businesses. The newspaper is produced on computers, copied, assembled and sold around town. Positions available: Editor/Manager, Accountant, Reporters/Photographers, Typists/Ad Agents.

RADIO STATION: Plays music by request and provides advertising for WyoTowne businesses. Positions available: Manager, Accountant, DJs/Ad Agents.

SIGN AND PRINT SHOP: Produces business and custom-made signs using computer technology, and sells merchandise. Design and present teacher gifts. Positions available: Manager, Accountant, Graphic Artists, Designers/Salespeople.

SNACK SHOP: Sells snack items such as fresh baked cookies, drinks and snacks. Positions available: Manager, Accountant, Salespeople.

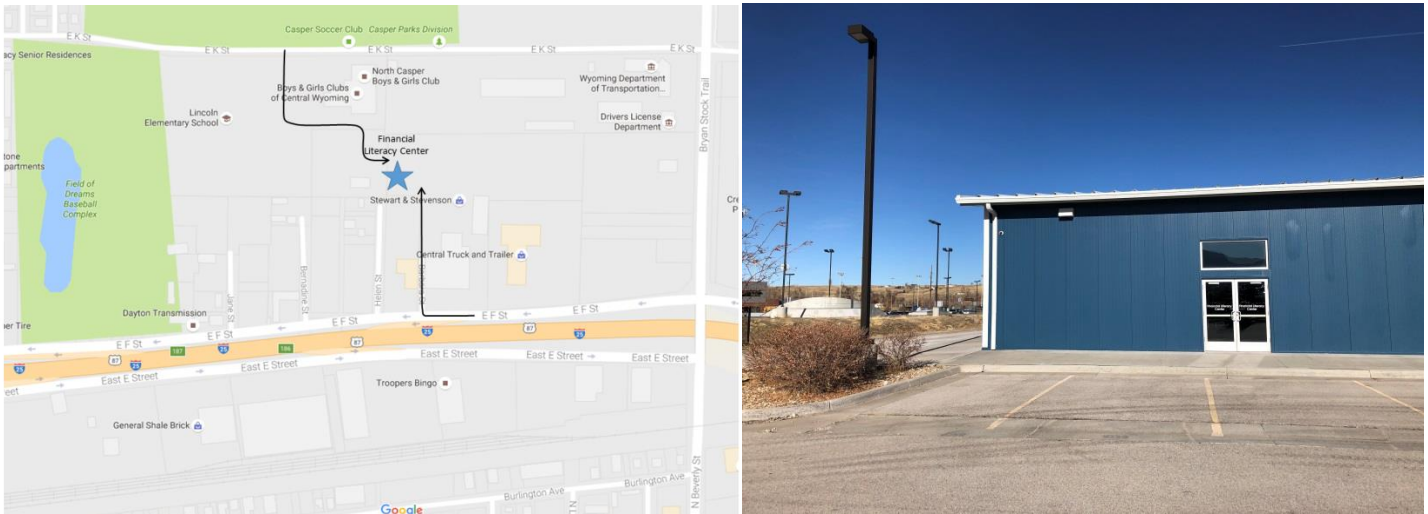
TOWNE HALL: Center of WyoTowne government. Issues business licenses, upholds laws, issues citations and collects fines. Provides mail delivery services for businesses and citizens, and sells stamps and products. Positions available: Mayor and Judge (elected positions), Accountant, Police Officers, Mail Carriers.

TELEVISION STATION: Produces commercials for each business and a newscast. Positions available: Manager, Accountant, Photojournalists, Reporters/Ad Agents.

The Financial Literacy Center

WyoTowne

910 Barbara Street
Casper, Wyoming 82601



From K Street: Drive around to the back of the Main Boys & Girls Club (1701 E K St.) You will turn right after the skate part to second parking lot which you follow around to the south side of the building. The doors to WyoTowne are located at the south-west end of the building facing Casper Mountain.

From I-25 and Brian Stock Trail/Beverly: Turn onto the north bound I-25 entrance. Stay in the far right lane (this is also the East F Street frontage road). Turn right on Barbara Street. Follow Barbara until you see the flagpoles where you will make an immediate left into the parking lot in front of the blue building. The doors to WyoTowne are the double doors located at the south-west end of the building.

*****We share a building with the Casper Boxing Club!

They are at the east end of the building and we are at the west end of the building.*****