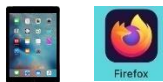


# BizBotics CEO

You are responsible for the smooth operation of the BizBotics Shop. Your business is responsible for producing JA BizTown tokens out of pennies using the penny press with the help of a robot. Be certain that all employees are familiar with their responsibilities and safety instructions. Supervise your staff to be certain that schedules are followed, that everyone does their job, and everyone works together as a team.

## 1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #6**. A teacher will be at the cart if you need assistance. Log into the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

## 2. Business Costs Sheet

You should have the **BizPrep Packet** from school. Give the **Business Costs Sheet** in the packet to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

## 3. Place Order



- Hold your iPad horizontally.
- Select the **Place Order** tab along the left side in the JA BizTown simulation.
- Review the order and tap **PLACE ORDER** at the bottom of the screen.
- Distribution & Delivery will deliver your supplies to your business. You will be billed for these supplies. The bill goes to your CFO electronically.
- When your start-up supplies arrive, sign the inventory sheet and keep it in your business.

## 4. Sign Payroll Checks

Sign all payroll checks after they have been printed by the CFO.

## 5. Robot Programming Video



During business start-up, share the **Video** in the Files App on your iPad with the employees in your shop. The video will walk everyone through programming the robot before they get started.

## 6. Loan Application & Promissory Note

Following the Pledge of Allegiance, take your **Loan Application** and **Promissory Note** to the Bank CEO to apply for your business loan.

## 7. Direct Deposit Enrollment Forms

Give the **Direct Deposit Enrollment** forms to a Bank employee when they come to collect them. These are in your BizPrep envelope.

## 8. Prepare Speech



Practice your CEO speech. This is located in the red **PDF Expert app** on your iPad. You will say this at the **Opening Town Meeting**. Bring the iPad to the meeting with you. You will read your speech from the iPad.

## 9. Safety Rules

Meet with your employees and ensure that they understand what they will be doing today. **Discuss the SAFETY RULES of your business.** These are on a laminated piece of paper in your yellow job manual.

## 10. Philanthropy Pledge Sheet

Allow the Non-Profit Director to place a container for individual contributions in your business and encourage your employees to contribute. Give them your **Philanthropy Pledge Sheet** when they ask for it. The Non-Profit Director will return later in the day to collect the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.

## 11. Meeting With Non-Profit Director

Your business relies on grant money to pay off your loan. Your grant is given as a result of working hard as a team and completing your product for the day. Make sure your employees are aware of this. Your CFO will be applying for a grant. **The Non-Profit Director from City Hall will be meeting with you today to discuss if your business is making progress towards your goals for the day.** Make time to meet with the Non-Profit Director when they visit your business.

## 12. Project Designer Meeting

Today, you will have the opportunity to remodel your business space. Meet with the Project Designer from the Construction Company when they come to discuss your options for new carpeting and wallpaper or paint for the walls. **You have a budget of \$500.** The Project Designer will complete a proposal form and then calculate a Bid estimate for you. Once the estimate is completed, the Designer will return to go over it with you. **This is only an estimate. You will NOT pay for the estimate.**

## 13. Rental Agreement

Sign the **Rental Agreement** when the Property Manager brings it to your business.

## 14. Penny Count & Delivery Checklist

Once your work is caught up, use your **BizBotics Penny Count and Delivery Checklist** on the clipboard to go around to each business to get the employee count in the business. Then with the help of any of your staff that are available:

- a. Put the pennies in the coordinating containers that are on the tray.
- b. Weigh and record the weight of the pennies (in pounds and ounces) on the scale in your business,
- c. Deliver the pennies to the CEO or CFO in each business and bring the containers back to your business and return them to the tray.

## 15. Clear Forms



Follow the directions on the next page to **clear the forms in the PDF Expert app on the iPad**. Take your iPad and give it to the teacher stationed at the iPad carts.

## 16. Clean Up

Assist with business clean up at the end of the day.