

BizTee CEO

You are responsible for the smooth operation of this Retail Shop. Many customers will be visiting your business during the day to purchase T-shirts and sling bags. Be certain all employees are familiar with their responsibilities and are courteous to customers. Help as needed in your business today!



1. Get iPad From the Cart

Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #11**. 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 your **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 BizTown simulation.
- Review the order and tap on **PLACE ORDER** at the bottom of the screen.
- Distribution & Delivery will deliver the supplies to your office. 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. Meet with the Sales Manager

- After you have received the Start-Up Order of your business' items, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items and begin setting prices for your products. Remember, these items cannot be reordered.
- Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income. Suggested retail price for t-shirts is **\$6.00 and sling bags is \$4.00. "Seconds" can be priced at anything above \$2.00.**
- The Sales Manager will use the **POS Setup and Sales Instructions** to setup the Point of Sale Computer and on your iPad.
- Remind those helping with sales that BizTee accepts **checks** and **debit cards** only. No cash.
- Give the checks to the CFO to deposit.

6. Loan Application & Promissory Note

Following the Pledge of Allegiance, take the **Loan Application** and the **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. Heat Transfer Training

Attend the Heat Press Operator training with the Heat Press Operators. You will need to fill in for them when they are on break.

10. Rental Agreement

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

11. Case #1 Clue Envelope

Give the District Attorney the **Case #1 Clue Envelope** when they come to collect it.

12. Philanthropy Pledge Sheet

Allow the Non-Profit Director to place a container for individual contributions in your business. Give them your **Philanthropy Pledge Sheet** when they ask for it. Encourage your employees to contribute. 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.

13. 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.**

14. Whiteboard

Keep track of your production of products today by using tally marks on the whiteboard on the wall in your business. Your Sales Manager can help you with this. Work hard in your business to produce the highest quality of products. Good quality is important for your business.

15. Yellow Lunch Break

During the yellow lunch break, turn on your light for your “T-Shirts for Sale” sign. The switch is on the side of the box. If the light bulbs do not light up, walk the sign over to the Construction Company and give it to the Electrical Engineer to fix. They will return it to you once it is fixed.

16. Fold T-Shirts

Fold the t-shirts neatly using the T-Shirt folding board. Put the T-shirts that you think should be sold as seconds in a pile. Sort the good T-shirts by size and color in piles on the back counter. The JA staff person will inspect these at the end of the day.

17. Clear Forms



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

18. Clean Up

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