

City Hall Deputy Mayor

You are responsible for the collection of all taxes in JA BizTown, including personal income and business property taxes. You will encourage citizens to vote and help with the voting process. Your attention to detail and organizational skills will be important to your success 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 #16**. A teacher will be at the cart if you need assistance. Log into to the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

2. Non-Profit Application

When the Non-Profit representative asks for the **Application for 501(c)(3) Non-Profit Status** form, locate the application in your yellow folder:

- Have the Non-Profit representative complete the information at the top of the form, in Section I.
- Have the Non-Profit representative sign the line labeled “**Non-Profit Representative**” in Section III.
- Write (in the box) the following code on the line provided: **678JA23541**.
- Sign the application on the line labeled “**Deputy Mayor Signature**”.
- Have the Attorney sign on the line labeled “**Attorney signature**”.
- Give the completed form to the Non-Profit representative and tell them to post the approved application on the bulletin board in City Hall.

3. Billing for Taxes



After the Opening Town Meeting, open the BizTown simulation by tapping on the **Firefox** app on your iPad. You should have already logged into the simulation with the directions on the last page of your manual.

- Tap “**Billing Taxation**” on the left-hand side of your screen.
- Tap “**Create New Bill**” at the bottom of the page.
 - Under **Business Name**, select one business at a time.
 - Property Tax is \$5.00 per business. Put this amount in that field.**
 - The **Payroll Tax** will automatically populate depending on the number of employees per business.
- Under **Messages**, tap the only one that is available: “**Property & Payroll Taxes**”.
- Then tap **NEXT**.
- Tap “**Send eBill**”. Do this for each business.
- Use your checklist to check off after you have eBilled each business.

4. Set Up the Voting iPad



Go to the iPad on the shelf near the door and tap on “**Set Up a Vote**” (Your personal iPad has this task also, but it is easier to use the iPad on the shelf for students). **If the iPad is not logged in:**

- a. For the Facility Name select: **JA of South Central PA.**
- b. For the Business name select **Kiosk-Voting**
- c. For the Job Role select: **Kiosk-Voting.**
- d. Then select: **Login.** The username is **info@jascpa.org.** When you tap in the password box, it should autofill. If it does not, type **Biztown2022\$**
- e. Under **Setup Vote,** select all 6 questions and tap **Submit.** This sets up the voting for the day. Feel free to cast the first vote.

5. Volunteer Certificates of Appreciation



- a. Using the volunteer information on your **Census Sheet** tab on your iPad for reference, write the name of each adult volunteer at JA BizTown today on a paper **Certificate of Appreciation.**
- b. Deliver the certificates to the adult volunteers.
- c. Shake their hands and say, “*From all the citizens of BizTown, Thank You for your support today!*”
- d. Use your checklist to check off after you have delivered the certificate to each volunteer.

6. Encourage Citizens to Vote

7. Clean Up

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