

# City Hall Mayor

You are an important official who must set an example for all citizens of JA BizTown. Be friendly and concerned about all businesses. Your responsibilities today include presiding over the town meetings, encouraging people to vote, recording the census, interviewing, selecting and presenting Business and Citizen of the day awards, and preparing speeches for the Town Meetings.

## 1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #13**. 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. 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 JA BizTown simulation.
- Review the order and tap **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 startup 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. 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.

## 6. 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 packet.

## 7. Prepare Opening Speech



Practice your opening 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.

## 8. Population Count



Begin to take a population count (census) of JA BizTown by doing the following:

- Take your iPad to each business and open the BizTown simulation app. Tap the **Census Sheet** tab on the left.
- Ask the CFO for the total number of employees in the business and record this number under the **Census Sheet** tab.
- Have the volunteer type their name where it asks for it. You can add as many volunteer names for a business that you need.
- After getting the population count for each business, return to City Hall and put the total number of employees in BizTown on the blackboard in your business.

## 9. Construction Permit

The CEO of the Construction Company will come to meet with you regarding plans for the Park Bench Construction Project. They will need to disassemble the bench in front of the radio station (gray or brown) and assemble a new one (gray or brown). Make sure they have indicated on the permit which type/color of bench they should be building for the day. Both you and the District Attorney will need to sign the Construction Permit.

## 10. 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.

## 11. Best Citizen & Best Business Surveys



You will go around BizTown and survey the citizens, teachers and volunteers. This will be done in the BizTown simulation app on your iPad, under **Quality Business Survey** and **Best Citizen Survey**.

- Read the instructions for each survey before you begin to ask citizens and adults for nominations.
- You may ask for both at the same time or do them separately.
- After determining the winners on your iPad, **Do Not Preview or Print the certificates.** Use the paper certificates from your morning supply bin and handwrite the certificates. Keep the certificates with you to be presented at the Closing Town Meeting.

## 12. Prepare Closing Speech



Prepare your closing speech. This is located in the red **PDF Expert** app on your iPad. You will say this at the **Closing Town Meeting**. Practice your speech by rehearsing with the volunteer. Ask a JA BizTown staff member for the number of citizens who voted today. Include this number in your closing speech.



### 13. 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.

### 14. Clean Up

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