

Town Treasures CEO

You are responsible for the smooth operation of the Town Treasures. Many customers will be visiting your business during the day to make retail purchases. Town Treasures will also be manufacturing products. Be certain all employees are familiar with their responsibilities and are courteous to customers.

1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #50**. 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 **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. Place a Reorder



- Place a **Reorder** on your iPad, using the **Merchandise Catalogue and the Ordering Supplies Instructions**.
- Use your **Supply Order Balance Form** to help with your reorder budget.
- You have **\$5.00** budgeted for your reorder.
- Your Sales Manager can work with you on this.



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. Rental Agreement

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

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. 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.

12. Clean Up

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