

Wellness Center CEO

You are responsible for the smooth operation of the Wellness Center. Many customers will be visiting your business during the day for a wellness appointment and to purchase health-related 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 two devices today, a computer and an iPad. Go to the iPad cart to pick up **iPad #47**. 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**. You will not use your iPad until step #6 below.

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



- In the BizTown simulation on your computer, select the **Place Order** tab along the left side of the screen.
- Review the order and click **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 the CEO computer 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.
- The Physician Assistant can work with you on this.

6. Meet with the Physician Assistant for Orders and POS System

- After you have received the start-up order of your business' scarce items, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items.
- Begin setting prices for your scarce products. Remember, these items cannot be reordered. Use the "Suggested Retail Price" on the **Inventory Sheet** as your guide.
- After you receive your **Supply Reorder**, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items and begin setting prices. No items sell for under \$2.00. You can refer to the Merchandise Catalog for "Suggested Retail Price."

- d. Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.
- e. The stress balls/balloons that the Biologist is making should sell for **\$4.00** or more. These are popular items.
- f. Use the **POS Setup and Sales Instructions** to set up the Point of Sale on your iPad.  
- g. Remind those helping with sales that the Wellness Center accepts **checks and debit cards only**. No cash. Give the checks to the CFO to deposit.

7. 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.

8. 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.

9. 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.

10. Billing



Use the computer at your desk and eBill each business for Health Insurance. To do this:

- a. Select the **Billing** tab on the left side of the screen.
- b. Tap the **Create New Bill** button on the lower right corner of the screen.
- c. Select the **Business Name** from the drop-down box. All businesses, except yours, will need to be billed.
- d. From the drop-down box for **Reason**, select **Health Insurance**.
- e. Enter **\$2.00** in the **Amount Due** box.
- f. From the drop-down box for **Message**, select **Health Insurance Bill**.
- g. Select **Next**, then **Send eBill**, then **OK**.
- h. Repeat the steps above for each business.
- i. **Use the laminated checklist in your folder to keep track of businesses you have billed.**

11. Blue Insurance Cards

Locate blue insurance cards in the supply bin from the Distribution & Delivery Center. Give these to the Physician Assistant.

12. Rental Agreement

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

13. 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.

14. Case #3 Envelope

Give the District Attorney the Case #3 Clue Envelope on your desk when they come to collect it.

15. Radio Ad Executive Meeting

The Radio Ad Executive will meet with you today to create an advertising campaign for your business. They will ask you what you would like to promote for the Wellness Center and various other questions. Take the time to meet with them when they visit you.

16. 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.

17. Clean Up

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