

# Enterprise America City Timeline for Volunteers

Time*	Activity
9:00 - 9:15	<p style="text-align: center;"><b>Arrival, Welcome and Orientation</b> (Led by staff)</p> <p>Students are given overview of the day, laws are read, mayor and judge are sworn in, and volunteers are trained. The volunteer training session focuses on the first hour's agenda and how to help students get started with their jobs and tasks.</p>
9:15 - 10:15	<p style="text-align: center;"><b>Production Hour</b></p> <p>Volunteers help students focus, read directions by being supportive and guiding them through their job tasks like setting prices, making product and planning their ads. Each business has a large envelope/folder that came from school with important papers inside that will be needed throughout the day including nametags, checkbooks and advertising sheets.</p>
10:15 – 10:30	<p style="text-align: center;"><b>Morning Presentations</b></p> <p>Each business owner gives their morning speech to pitch their business' products and services. Volunteers take part in a 2<sup>nd</sup> training session, led by staff. This training session focuses on the afternoon agenda.</p>
10:30 – 10:45	<p style="text-align: center;"><b>Team Meeting 1</b> (Led by volunteer in each business)</p> <p>This is a meeting to get everyone ready for the 1<sup>st</sup> lunch break and retail period. Most importantly the volunteer will guide students on filling out a bank deposit ticket, check register and checks to pay for things in the "city".</p>
10:45 – 11:10	<p style="text-align: center;"><b>Lunch Break 1</b> (Blue badges)</p> <p>Accountants and others with a blue badge will go to the bank to deposit their paycheck, eat lunch in the cafe and shop in the city. Students should be reminded to return to work on time, follow the city laws, vote on the voting machine and spend their money to help support the businesses.</p>
11:10 – 11:35	<p style="text-align: center;"><b>Lunch Break 2</b> (Green badges)</p> <p>Anyone with a green badge will go to the bank to deposit their paycheck, eat lunch in the café and shop in the city. Students should be reminded to return to work on time, follow the city laws, vote on the voting machine and spend their money to help support the businesses.</p>
11:35 – 12:00	<p style="text-align: center;"><b>Lunch Break 3</b> (Red badges)</p> <p>Business owners and anyone with a red badge will go to the bank to deposit their paycheck, eat lunch in the café and shop in the city. Students should be reminded to return to work on time, follow the city laws, vote on the voting machine and spend their money to help support the businesses.</p>
12:00 – 12:15	<p style="text-align: center;"><b>Team Meeting 2</b> (Led by volunteer)</p> <p>After a quick check-in with staff, students will be told to remain in their businesses to listen to directions from their volunteer. Another paycheck will be distributed to all and the volunteer must help students fill out a 2<sup>nd</sup> deposit ticket, update the check register and remind students about using checks to pay for things.</p>
12:15 – 12:35	<p style="text-align: center;"><b>Afternoon Break 1</b> (Blue badges)</p> <p>Similar to the lunch breaks. Students have a chance to snack, shop and vote. Accountants should make a loan payment if they haven't already. Remind students they may have an afternoon speech to give</p>

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<p><b>12:35 – 12:55</b></p>	<p style="text-align: center;"><b>Afternoon Break 2 (Green badge)</b></p> <p>Similar to the lunch breaks. Students have a chance to snack, shop and vote. Broadcast Center hosts the dance contest.</p>
<p><b>12:55 – 1:15</b></p>	<p style="text-align: center;"><b>Afternoon Break 3 (Red badge)</b></p> <p>Similar to the lunch breaks. Students have a chance to snack, shop and vote. Accountants must get their final loan payments in.</p>
<p><b>1:15 – 1:25</b></p>	<p style="text-align: center;"><b>Clean Up</b></p> <p>Students should be responsible for cleaning up their area and returning it to its original condition. The business envelope that came from school must also be filled with the materials listed on the outside and given to the head teacher.</p>
<p><b>1:25 – 1:40</b></p>	<p style="text-align: center;"><b>Afternoon Presentations</b></p> <p>Several businesses have afternoon presentations to give. Those individuals will give their speeches to the group. Volunteers should hand in their feedback forms if they were given one.</p>
<p><b>1:40 – 1:45</b></p>	<p style="text-align: center;"><b>Departure</b></p> <p>Students are dismissed with directions from school teacher. Volunteers should check to make sure all personal possessions have been collected before the group leaves.</p>

\*Above times may vary due to the arrival and departure needs of the school group.