

**Junior Achievement of Western PA's Biz Town: Procedure for League of Women Voters of Greater Pittsburgh Volunteers--Amy Kleissas, Director** **January 2024**

**1. Orientation to Biz Town:** Respond to the call for LWVGPGH volunteers in the eBlast, by registering for one Biz Town Orientation Session (daytime, evening) conducted by Amy Kleissas. (Will have orientation each month for the next three months.)

- Every Biz Town volunteer **must complete an Orientation session** before visiting the Biz Town installation in Bridgeville, PA.
- **Orientation (virtual);** each 1-hour session will be held at 10am and 6:30pm, on Tuesday, February 13, Friday, March 1, and Tuesday, April 2.
- If a League volunteer wants to bring along a non-member, that person must also attend the orientation. *Questions?* Please contact Amy at [civic.education@lwvpgh.org](mailto:civic.education@lwvpgh.org) or call 412.600.2581.

**2. Simplified Sign-up Procedure:** To register as a volunteer for a specific day, **email Andrea Imro at [Almro@jwesternpa.org](mailto:Almro@jwesternpa.org) or call 412.208.4747, ext. 118 or zero.** Andrea has kindly agreed to complete your LWVPGH volunteer registration and will use the League of Women Voters of Greater Pittsburgh as your address.

- **Waivers to Sign:** Andrea will send you the Junior Achievement orientation materials for your e-signature, regarding their policies for communication, photos, and conduct with children. Printing a copy of these waivers to bring with you when you volunteer is helpful for the sign-in process. *Volunteers must complete the waivers.*
- **Volunteer Dates:** The League of Women of Greater Pittsburgh volunteers can choose the days they wish to visit Biz Town. If an LWVPGH group is able all register for the same day, that really helps Biz Town staff. Biz Town events are available thru June.

**3. Arrival at Biz Town:** *Volunteers must be on time and enter through the front door.* At the desk, a Biz Town staff member will employ the **Raptor System for check-in/check-out.** *Following this procedure is crucial to ensure the safety of all of the children at Biz Town.*

- **Signing in:** Volunteers need to bring **photo ID** to enter the Biz Town facility. Volunteers will be given a *name tag* to wear in a visible location at all times.
- **Signing Out:** Volunteers **will turn in their nametags** as they exit the building through the front entrance. *No other entrances or exits are permitted for volunteers to use.*

**4. Spending the Day at Biz Town: (Approximately 8:45am – 2:15pm)**

- **Volunteer welcome:** Staff orients volunteers to the day ahead-(8:45am-2:15pm).
- **Group chat:** The student day begins with a group meeting where “community rules” are shared. Prior to visiting the installation, students will have participated in multiple orientation sessions with their teachers and will understand the rules.
- **Task completion:** Students will have been assigned to different stores/companies and will have specific tasks to complete. Volunteers will help students stay on task.
- **Bank account:** Students must establish a business account at the credit union, in order to pay their employees, have the funds to operate, etc.

- **Lunch**—Lunch is divided into color-coded periods, Lunch 1 (Red), 2 (Yellow), and 3 (Green). A giant display “stop light” near the group meeting area will be lit up with the corresponding color during each lunch period. Volunteers should eat lunch at the same time as their student group. We encourage volunteers to bring a packed lunch and eat in the staff room, which is easier than going out for lunch. However, volunteers are permitted, during their lunch period, to leave through the front door/desk and return on time—*exit and entrance only through the front door*.
- **Voting Booth:** Throughout the day, students vote for Quality Business+ Best Citizen.
- **Swag Bags:** At the end of the day, students get to **run free to shop** in all of the stores/companies. *The bags include our League postcard and 2 graphics for students.*
- **End-of-day chat:** Conducted by the “Mayor”, student groups that **make a profit** from the operations of their “companies” are recognized. The results of the “election” for “Quality Business” and “Best Citizen” are shared and celebrated.

**5. Appropriate Student behavior: Students who participate have teachers in attendance.** *Except for reinforcing the general rules shared by Biz Town staff in the group meetings, you are not responsible to correct student behavior.* Please refer any difficulties with student behavior to one of the attending teachers, and/or to Biz Town staff.

#### **6. Additional LWVPGH Volunteer Procedures/Clearances:**

**PA Child Abuse and PA State Police Clearances are required (free) for all League of Women Voters volunteers for Biz Town: Child Abuse [here](#). State Police [here](#).**

- *There is one main rule for ALL League of Women Voters volunteers: To volunteer with the LWVPGH, you **must be nonpartisan** during the event. That means you cannot say anything that could be interpreted as support or opposition for any candidate, office holder, or political party.*
- **We expect all volunteers to follow the Biz Town staff’s directions explicitly:** You will be assigned an area/student group to work with. Please pay attention to the specific directions and carry them out completely with your student group. We supervise, but do not perform the tasks for the students. They have attended multiple orientation sessions given by their teachers and understand their responsibilities.
- **Appropriate Volunteer Behavior:** We may come from a generation that hugs and kisses, however, you must be aware of *appropriate boundaries with students*. High fives may be okay at times but avoid direct contact. If students engage you in conversation which you think might be inappropriate, *just deflect back to task*. Your main job is to keep students engaged in the activities they need to complete, in the time-frame allowed. Remember, student behavior is confidential. *So, what happens at Biz Town, stays at Biz Town.*

***Despite this slightly involved process, our volunteers have had a wonderful time volunteering at Biz Town. The JA staff is terrific, and the enthusiasm of the participating students is contagious!***

***We hope this orientation will remove any barriers for you so you may volunteer for this exceptional project each and every month throughout the 2024 school year!***