

Volunteer Information

(Day Runs 9:45am - 1:15pm)

Volunteers should arrive at Commerce Plaza between 9 - 9:15 for orientation.

As a volunteer you are expected to help the students in your business work on their tasks for the day. Each student works at their own pace, if they don't complete everything that's ok. You will not be in the same business as your child.

As students arrive, have them put their belongings down and line up in front of their business for the morning announcements. We ask that students line-up whenever announcements are made.

After the morning announcements are finished we will fill out the personal checkbooks together.

- Personal check registers should be completed with the following information (we will do this as a group after the morning announcements)
 - ◆ Date
 - ◆ Transaction description - Paycheck Deposit
 - ◆ Salary amount which is found on the last page of your volunteer folder.
- Place the amount in the deposit column and the balance column.
- Employee's name should be put on the first five checks and a deposit slip in his/her personal checkbook.

Have each employee read their red folder.

- Manager in each business should have the following papers:
 - ◆ Break schedules, fill this out and hang in your business so all employees can see it.
 - ◆ Promissory note and bank loan application, fill this out and someone from the bank will come and collect it.
- Bookkeepers should write out a check to Plaza Services, using the business check book on their desk. They should give this check to their manager to pick up their supply bin. After this they should start writing out payroll checks for their employees.
- When employees receive their pay check from the Bookkeeper, they should endorse the back of it.
- Employees will also receive a debit card.

**** Announcements will be made for snack and lunch breaks, as well as business reminders throughout the day. ****

Break & Lunch Procedures:

- Each student will get a 20 minute snack break and a 20 minute lunch period.
- Please remind the managers to complete the Break Schedule form (found in their red folder) with each employee's name, and hang it in their business after discussing the schedule with all their employees.
- Snacks are provided by Commerce Plaza. Students can "purchase" 1 snack from the Ikea Snack Shoppe.

Throughout the day employees can:

- Go to the Medical Center for a check-up
- Go to the bank and open a savings account.
- Register for a class at Hofstra.
- Make a donation to United Way.
- Buy a newspaper.
- Take out a loan at Jovia

End of Day:

- Students can take home their personal checkbooks and all of the merchandise they purchased.
- Supply bins should be returned to Plaza Services.
- Red and Blue folders will be collected before the end of day meeting.

We will hold a town hall meeting at the end of the day, in which the manager and bookkeeper from each business will report on their day. Forms are in their red folders.

