**** **Volunteer Overview**

Welcome to WCNY’s Enterprise America program – and thank you for volunteering. There are a few things for you to know to help make this a rewarding experience for the students and yourself.

The students are in charge of the Enterprise America “city”, but your job as a volunteer is to help guide, refocus, encourage and assist students with their job tasks throughout the day. You will help students read directions and job information to keep them focused on their responsibilities and goal – which is to pay off their business loan to the Bank. You are not expected to be an expert in any of the businesses or instruct students on how to do their jobs. It will be up to the students to make things work. Remember: people learn a lot by making mistakes. At any time, if you have a question, the Enterprise America staff is your point of contact.

In addition to the following city laws and those created by the school group, we ask that all cell phones are put away. Enterprise America has the following city laws for all students and adults:

* Eating and drinking is permitted in the Cafe ONLY
* Walking on the grass is prohibited
* Gum chewing is not allowed

Each business has its own concise volunteer guide, which will be very helpful to you throughout the day, but here is a list of important things to keep in mind:

 1. Volunteers will work in one “city” business with a small group of students.

2. Encourage students to stay on task and to ask a team member for assistance before turning to an adult.

3. Remind students to refer to their job responsibilities folder and read directions.

 4. Encourage the students to keep their business neat and clean.

5. Help students with their checkbooks: filling out a check, a deposit ticket and a check register form. \* Examples will be provided for volunteers.

 6. Remind students to pay attention to the day’s schedule and manage their time wisely.

7. Encourage students to think for themselves and work collaboratively with their business team.

 8. Enjoy the day!

For safety and security reasons, students and adults must remain on site for the duration of the experience. In case of fire or other emergency, all exit doors in Enterprise America are emergency exits.

Finally, because we are working with children, we must be cautious. Be supportive and if necessary, consoling but avoid physical contact and never be alone with a child.

If you have any questions, please contact the Enterprise America Manager by calling WCNY at 315-453-2424.

Thank you so much for volunteering.