

**PURPOSE:** The function of the Citizen Advisory Team is to assist JA BizTown™ students and staff and provide the best possible learning experience and environment.

**REQUIREMENTS:**

1. Attend a traditional three-hour volunteer training program.
2. Volunteer in a JA BizTown shop for the 4.5 hour city day.
3. Attend a specific two-hour CAT training, where the roles of all accountants and the function of each shop will be taught in detail.
4. Commit to four additional days to volunteer within a school year.
5. Be present on the committed dates.

**JA BIZTOWN DAY RESPONSIBILITIES:**

1. Serve as a volunteer in shops for schools that cannot provide the necessary number of volunteers.
2. Assist student accountants and JA BizTown staff while students are in the city.
3. Provide extra support to specific shops where additional help and expertise is often needed.
4. Provide assistance and guidance to citizens who need direction during city day.

**TRAINING PROVIDED:**

1. Initial volunteer training provided to all exchange city volunteers.
2. Citizens Advisory Team training

The Citizen Advisory Team Training is designed to focus on the specific functions performed during the day. It will give CAT members the expertise needed to feel comfortable when assisting JA BizTown citizens. The following areas will be covered in detail.

1. Accountants role and software
2. Schedule (flow of the day)
3. Individual shop functions
4. Curriculum (Business Forms)
5. Citizen's job responsibility sheets

To join the JA BizTown Citizen Advisory Team, please contact:

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