Badge Builder

Group Assignments

**Member #1:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your company **PRESIDENT**



*Desired Characteristics*: THINKER/HELPER. You are a leader, and know how to get things done. Getting good grades is usually pretty easy for you. You like to think things through, and are cautious in your decisions. You get satisfaction from a job well done. You are competent at math and can use Excel.

*Duties:* As President, it is your job to get the financial affairs of your company in order. You will be keeping track of all plans for how to spend the company money in Excel. You are also the leader—you will direct what is going on in your company, ensuring that the other employees are doing what is expected of them.

**Member #2:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your company **ADMINISTRATIVE ASSISTANT**



*Desired Characteristics*: ORGANIZER/HELPER. You are good at keeping track of things. You know how to multi-task and have a system for everything. You don’t usually lose things and you are friendly and helpful. You often write things down to help remember important things.

*Duties:* As the Administrative Assistant, it is your job to keep the packet and make sure it is filled out properly and turned in. You will ensure that each person is doing what they need to do. You will help the president with finances, and keep track of losses. You are the “neck” of the company—without you, everything can fall apart!

**Member #3:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your company **DESIGNER**



*Desired Characteristics*: CREATOR/HELPER. You are creative, full of ideas, and pay attention to color, light, and staying in the lines. You enjoy creating works of art, music, dance, or drama. Sometimes you get distracted by all the ideas going on in your head and miss what is going on in class! You are good at art and can use Print Shop.

*Duties:* As the Designer, it is your job to ensure that your company has created and chosen unique and popular designs that will sell well in the market. You can create the designs yourself using the programs you have learned. You are also in charge of ensuring that all marketing materials, such as posters, are completed and pleasing to the eye.

**Member #4:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your company **MANUFACTURER**



*Desired Characteristics*: DOER/HELPER. You love to move and get your heart-rate pumping! You are good with your hands, often able to fix things that others cannot. Whenever you have a project in school that is hands-on, you find yourself able to do well. You run machines with ease and can go at a good pace, with an eye for detail.

*Duties:* As the manufacturer, you will be in charge of making the product for your company. Being good with your hands, you are able to operate the machinery with ease and without making costly mistakes. You will mass produce the product quickly and efficiently.

**Member #5:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your company **SALESMAN**

*Desired Characteristics*: PERSUADER/HELPER. You are outgoing and love being in front of a crowd. You don’t mind talking to people you don’t know—in fact, you enjoy it! You love it when you say something funny and everyone laughs! You are a “people-person” and have no trouble relating to strangers. Sometimes you are loud or obnoxious, but people seem to like it! You can talk someone into just about anything.

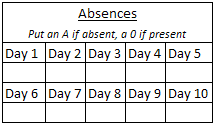
*Duties:* As the Salesman, it is your responsibility to be aware of the marketable characteristics of the product you are selling. You know every product line well, and can’t wait to persuade everyone you see into buying them! You will talk to potential customers and ensure that they know what you have to offer. Then you will do everything you can to make them buy it!

Duty Roster

Each member must fill this out as they complete their checklist.. If you have a vacant job, type VACANT on the empty line. The Administrative Assistant will tally every absence in the right column.



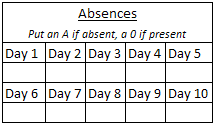
PRESIDENT:



* Fill out the entire Business Plan, keep updated
* Turn in finished Business Plan to Rees Hand-in
* Ensure you have a company name, slogan, & logo
* Fill out “Are We Ready?” on Day 7, get approved
* Fill out Cashiering page at Market (page 9)

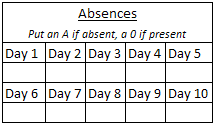


ADMINISTRATIVE ASSISTANT:



* Take roll every day on this sheet
* Keep track of packet every day
* Fill out Manufacturing page before making badges
* Record all losses in manufacturing (page 7)
* Be the scribe on Evaluation page for group (page 9)
* Ensure packet is filled out and turned in

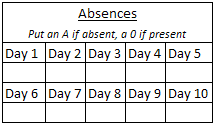


DESIGNER:

* Create logo in Power Point, save it
* Design buttons on Design Brainstorm (page 4)
* Create button designs in Print Shop
* Oversee creation of posters
* Cut out designs using the circle cutter



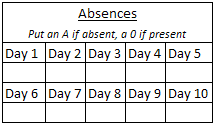
MANUFACTURER:



* Read over the “How to Make a Button” instructions in Student Common
* Make all buttons
* Keep track of money at the Market
* Do all cutting and pasting for packet and poster
* Prepare extra designs—cut and ready for orders
* Deliver ordered badges



SALESMAN:



* Ensure Design Brainstorm (page 4) is filled out
* Get Design Plan approved (page5)
* Fill out Promotions page (page 8)
* Be the “checker” when making buttons
* Make posters in Print Shop
* Sell product at the Market
* Get votes at the Market

Our Company

Create a company name. Brainstorm some ideas and choose the best one. If you have trouble deciding, the President gets final say.



Company Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Now you will create a slogan. Remember that your slogan is about your company, not your product. Slogans can be very short and simple. If you cannot decide on a slogan, the Salesman gets the final say.



Company Slogan:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next you will create a logo. This can be done in Print Shop or even Word by the Designer. Your logo can be very simple. Using the Shapes option in Word or Print Shop is a great idea! Print a copy of your logo and place it in the box provided.



Company Logo:



Paste your logo here

Example:

The Badge Babes

Designer Brainstorm

**Directions**: Using this and any other scratch paper you may need, start brainstorming ideas for your buttons. Write down sayings, sketch drawings, take notes on colors you would like to use. Remember that you may make as many as 8 different designs. This is just a scratch paper—you do not have to have your final designs here. Keep in mind that you must leave a large margin around the edge of your button, which will be tucked in under the button. Don’t use the entire space for your design.



Final Design Plan

**Directions**: Fill out the following information using the Excel sheet you are working on. Paste a picture of each design in the spaces provided. Get the approved box checked my Mrs. Rees. Once approved, you cannot change your designs!

**Design 1:**  **Design 2:**

Approved Approved

**Design 3:**  **Design 4:**

Approved Approved

**Design 5:**  **Design 6:**  **Design 7:**  **Design 8:**

Approved Approved Approved Approved



Manufacturing

**Directions:**

On Manufacturing Day, your group will form an *assembly line*, to ensure that you create your buttons quickly and efficiently. If you follow these instructions, each group should only take a few minutes to make their buttons, so that other groups can then have a turn. The Admin. Assistant will fill out the bottom of this page.

**A LOSS IS WHEN YOU MAKE A BUTTON THAT HAS A DEFECT AND CANNOT BE USED.**

**ADMIN ASSISTANT: Fill out the name of each of the ten badges you are making BEFORE going to the table to make them. If you are doing more than one of a particular design, list it each time you are making it. (So, if you are doing three of one design, write it down three times.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Design** | **Name** | **✓** | **Loss?** |
| Button 1 |  |  |  |
| Button 2 |  |  |  |
| Button 3 |  |  |  |
| Button 4 |  |  |  |
| Button 5 |  |  |  |
| Button 6 |  |  |  |
| Button 7 |  |  |  |
| Button 8 |  |  |  |
| Button 9 |  |  |  |
| Button 10 |  |  |  |

Total Losses: \_\_\_\_\_\_\_\_\_\_\_

Promotion Plan

Enter a brief description of your plans for your promotion. You must include everything you are bringing for the Market, and all promotions you are doing. This must be filled out by the salesman, with the help of the administrative assistant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Promotion Assignments

**Name Items Bringing**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are doing nothing extra for our promotions.

Are We Ready?



Directions: The president will fill out this sheet, and ensure each section is completed by the end of the period. Mark an X in either the “Done” box or Not Applicable (N/A) box if that particular direction does not apply to your group. When completed, bring to Mrs. Rees to get checked of. Then you group may get into games.

|  |  |  |
| --- | --- | --- |
| Done | N/A | Salesman copy.jpg |
|  |  | Salesman copy.jpgPoster finished, on wallSalesman copy.jpg |
|  |  | * Manuf.jpgVelcro on corners |
|  |  | * Names, Period, and Group 3 on back |
|  |  | President.jpg |
|  |  | Step 1&2 filled out |
|  |  | * Make sure to enter production cost on your raffle |
|  |  | Admin.jpg |
|  |  | Frames ordered (if applicable) President.jpg |
|  |  | * Come to Mrs. Rees and tell me the number on the back of the frame you want |
|  |  | Designer.jpg |
|  |  | Raffle/Giveaway tickets made (if applicable) |
|  |  | * Manuf.jpgCut up pieces of paper, or print them with a space for the name and put in your badge bag. Manuf.jpg |
|  |  | Manuf.jpg |
|  |  | Raffle/Giveaway badge made (if applicable) |
|  |  | * You MUST make a badge you have already designed, NOT a new design. |
|  |  | * Show me badge design all cut out before you make it. |
|  |  | * After you make it, bring it to me for a “Giveaway” sticker |
|  |  | Admin.jpg |
|  |  | Promotion page in packet filled outAdmin.jpg |
|  |  | * Make sure you have this page either filled out, or the box checked |
|  |  | * You may put any items you bring for the market in the morning and put them in my room |
|  |  | Admin.jpgManuf.jpg |
|  |  | Advanced Advertising finished and delivered to Mr. Simpson (if applicable) |
|  |  | * Designer.jpgShould have pictures of your badges and logo. No prices. One page color. |
|  |  | President.jpg |
|  |  | Cashiering page filled out |
|  |  | * Write the names of each design in the first column |
|  |  | Admin.jpg |
|  |  | Count badges in bag |
|  |  | * Make sure you have all ten badges present |
|  |  | * Account for your 11th badge if you are doing a giveaway/raffle |
|  |  | * Your 11th badge should have a sticky on it. |
|  |  | Designer.jpgAdmin.jpg |
|  |  | Print 2 copies of your badges |
|  |  | * These are for orders. Make 2 copies of each badge design. Cut them out if you have time. |
|  |  | * Place these in your badge bag |
|  |  | President.jpg |
|  |  | Day7.jpgSend President to Mrs. Rees with this complete sheet for approval. |

Cashiering

Directions: **THIS IS TO BE FILLED OUT AT THE MARKET**. While you are at the market, the manufacturer and President will keep track of what you sell and collect the money. Fill out the name of each design. As you sell, make a tally in the Number Sold column. Once you have sold all the badges of that design, you can start taking orders. In Amount Ordered, write the name (first and last) of the customer. **You cannot do more than three orders total.** After selling time is closed, voting time will begin—record all votes in the vote token column—if they do not get recorded, you will not get credit for them!

|  |  |  |
| --- | --- | --- |
| Market Sales  (record in these boxes only the badges that you already created and have been sold in the Market) | | |
| **Name of Design** | **Number Sold**  (Sales of both buttons made and buttons ordered) | **Vote Tokens**  (Tally each token you get) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Make sure to fill out the name and design of each of your four orders. If you don’t, your company will be docked money!

|  |  |  |
| --- | --- | --- |
| Order 1 | Order 2 | Order 3 |
| Name: | Name: | Name: |
| Design: | Design: | Design: |

Amount made from sales: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Raffle Tickets Sold (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evalulation



After you have completed all of this packet, as well as the Business Plan, as a group, answer the following questions:

1. As a group, what was one of your strengths?
2. As a groups, what was one of your weaknesses?
3. What are some things other groups did that was a good idea?
4. What are some things other groups did that was NOT a good idea?
5. What could you have done, overall, to improve how you did?
6. What have you learned from this activity?

*Once you have finished the whole packet and attached your graph, turn into the basket. Also make sure you turn your Business Plan in to Student Common.*