Badge Builder

Period 6

Group 7

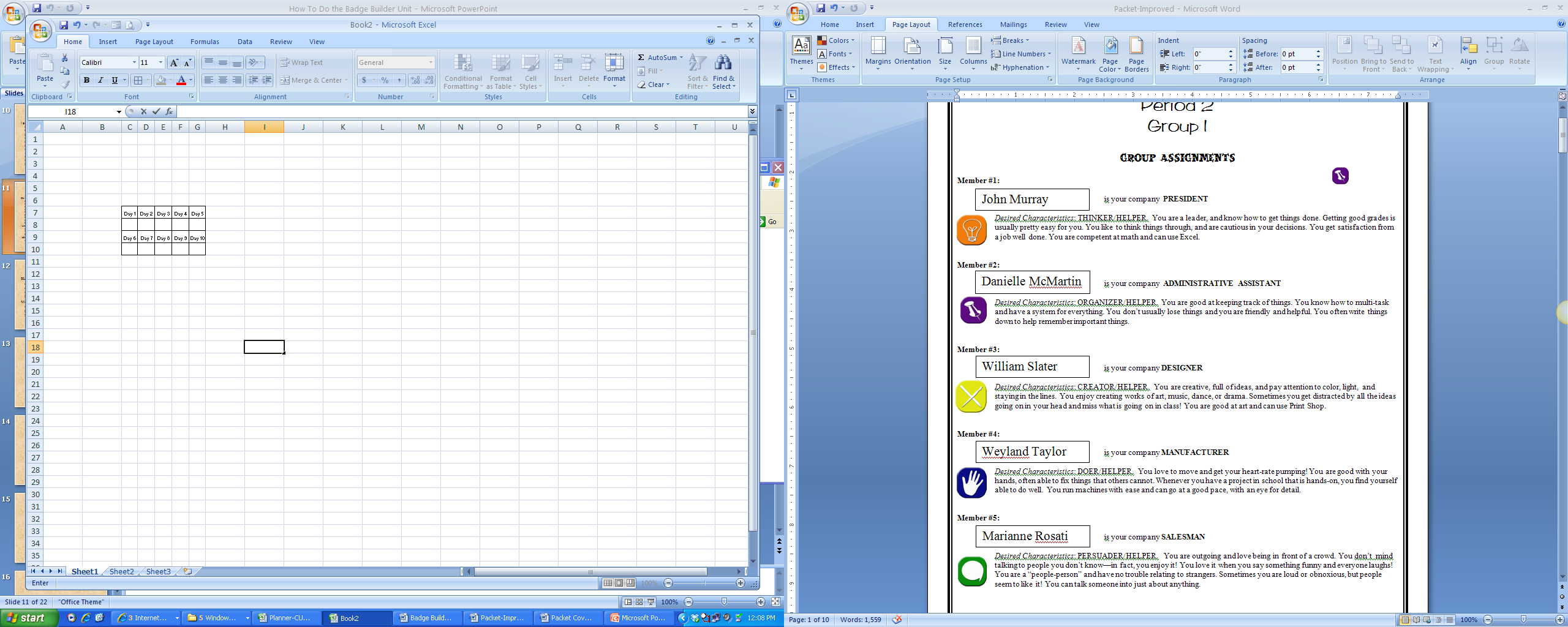
Roll Call

Mark A for absent or leave blank.

Group Assignments

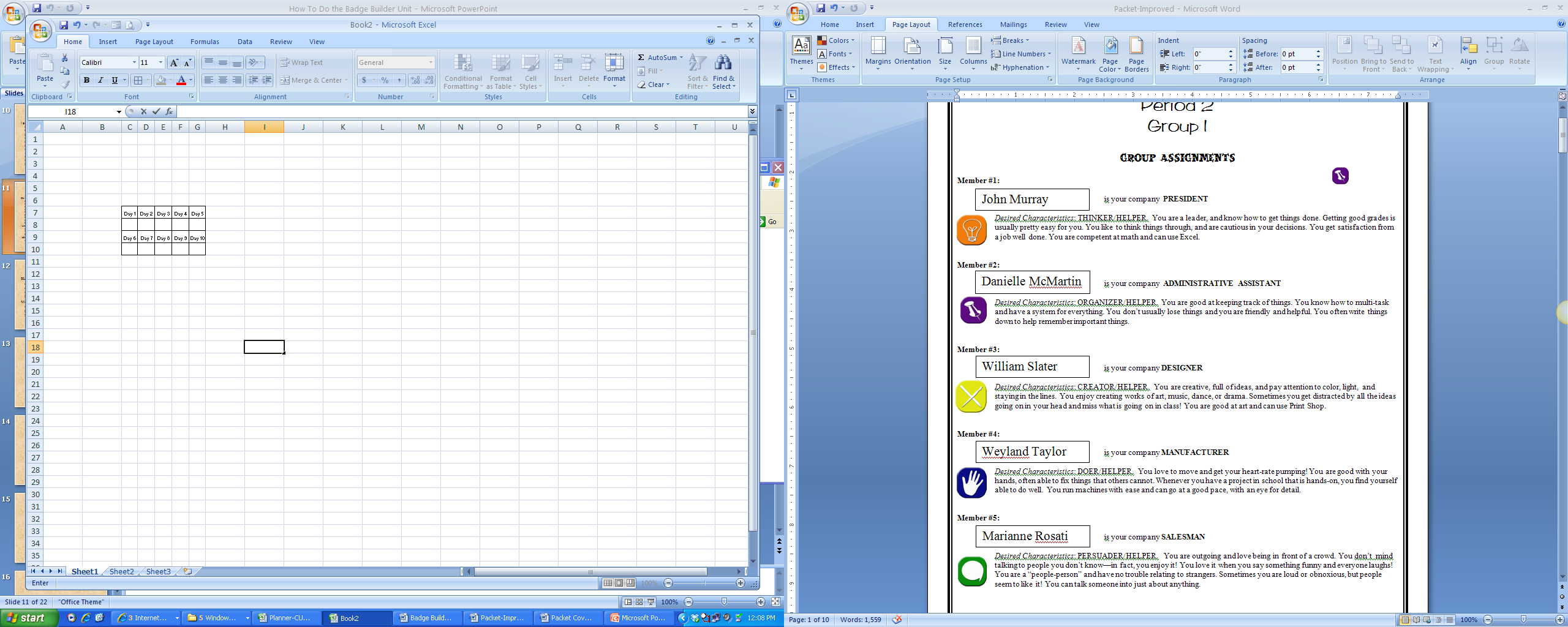
**Member #1:**

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.

**Member #2:**

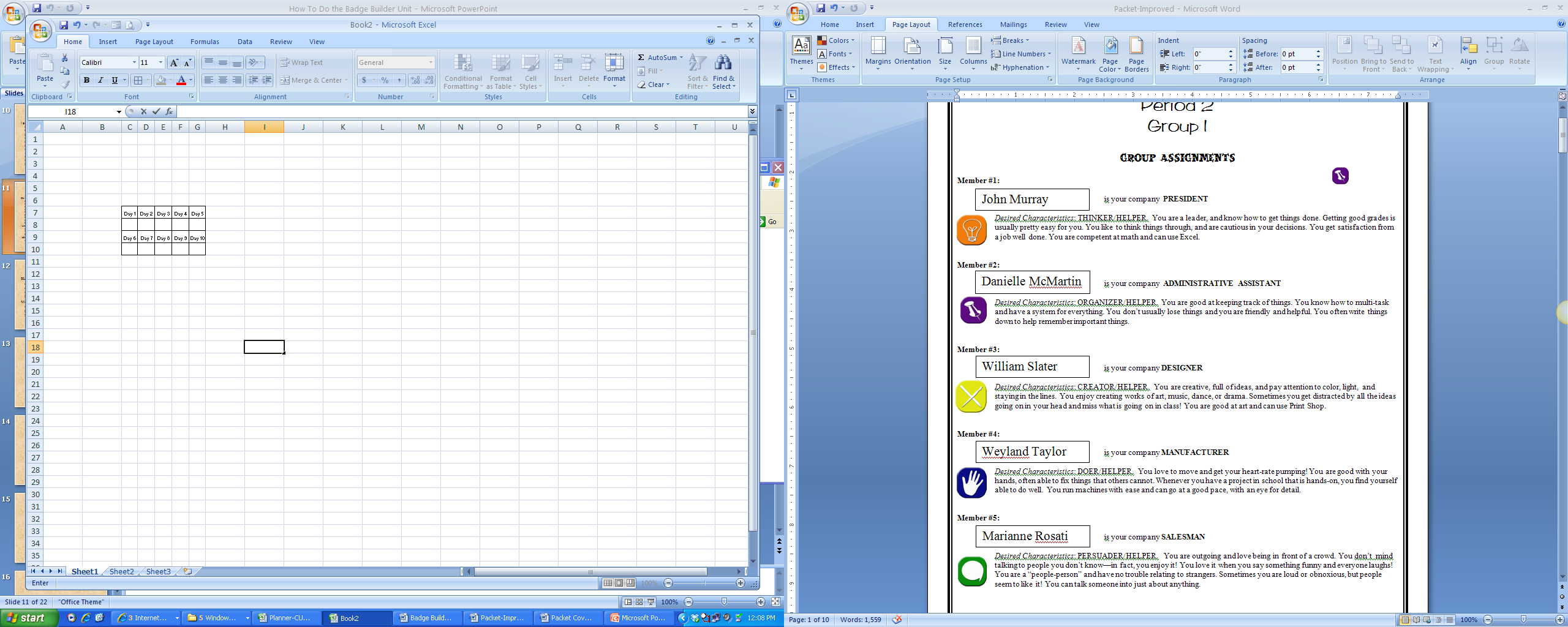


is your company **ADMINISTRATIVE ASSISTANT**



*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.

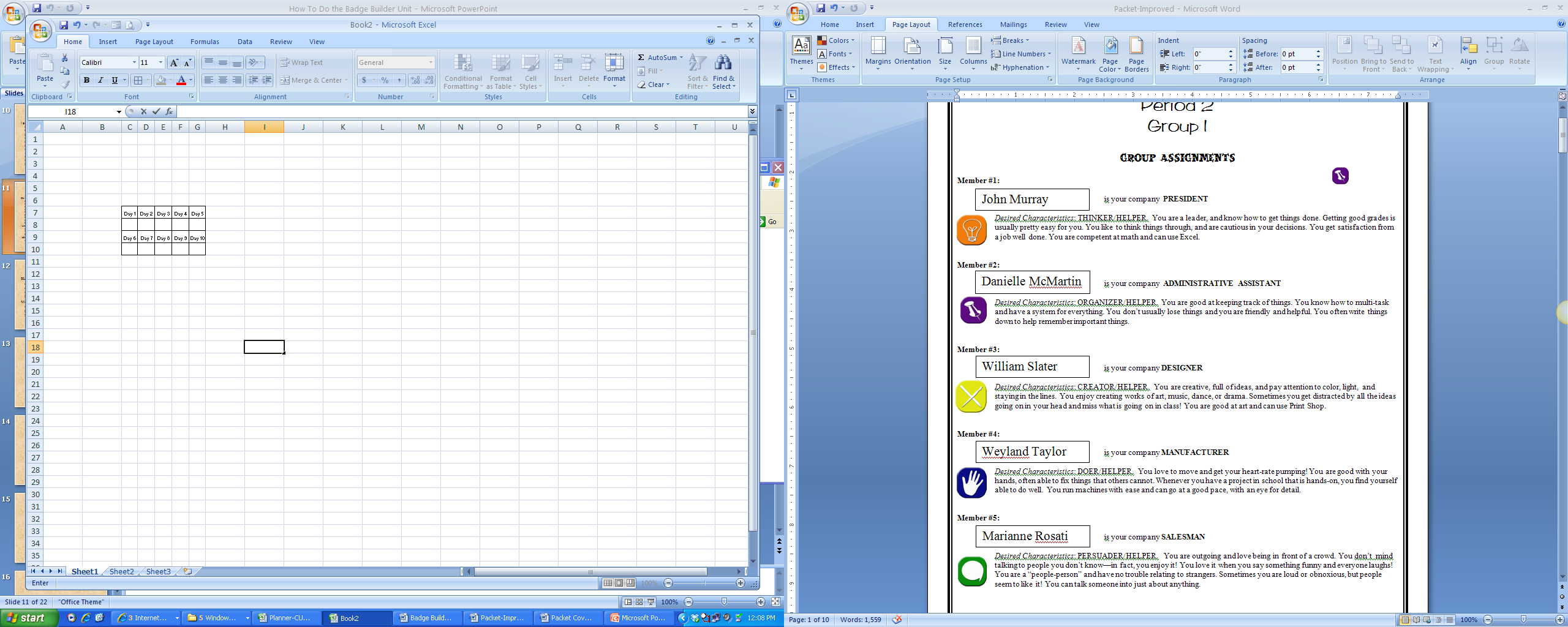
**Member #3:**

is your company **DESIGNER**



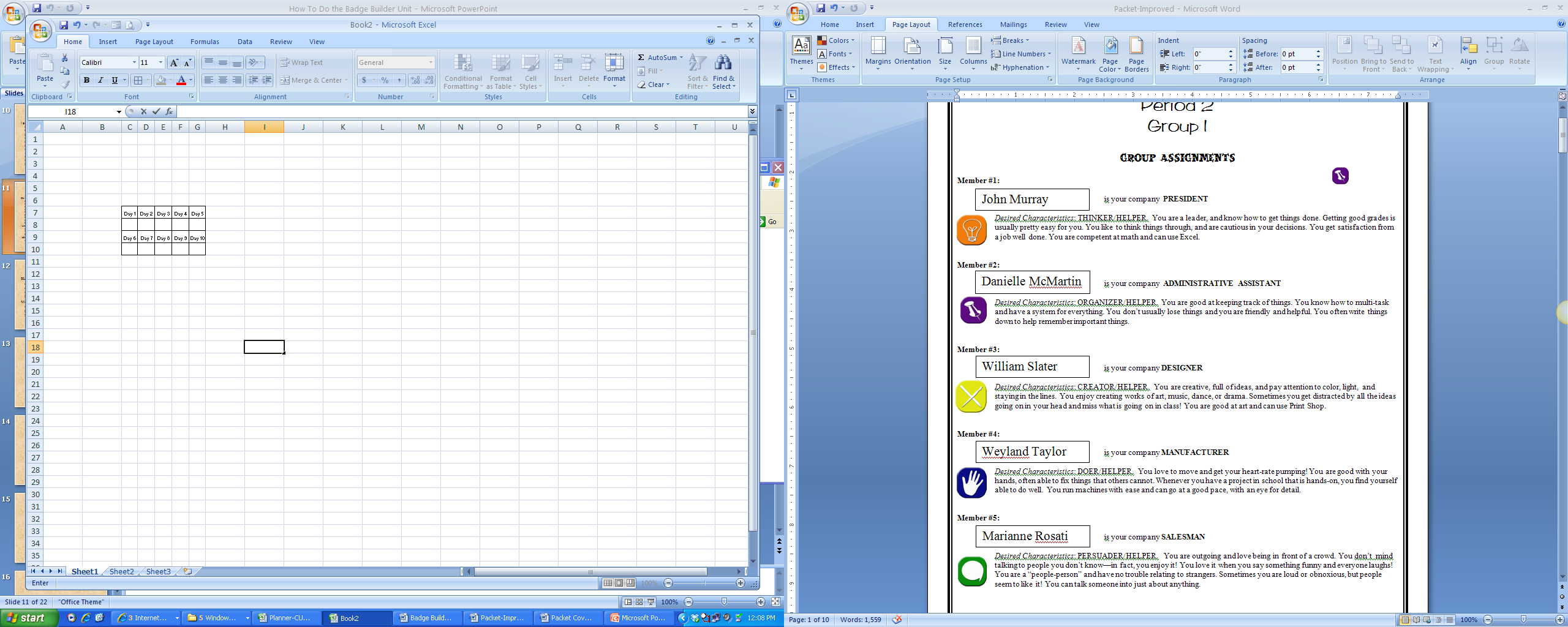
*Desired Characteristics*: CREATOR/HELPER. You are creative, full of ideas, and pay attention to color, light, and staying in the lines. You enjoy creating works of art, music, dance, or drama. Sometimes you get distracted by all the ideas going on in your head and miss what is going on in class! You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

**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.

**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.

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

Admin.jpgBadge Builder Student Instructions

*Administrative Assistant – check off each item as they are completed, even if they are completed on a different day than listed. Fill this out throughout the entire project. If the person is not here to do their job, someone else must do it.*

**Day 1 – Know Your Company**

* Admin.jpgTake Roll and do this checklist for the day
* President.jpgChoose a Company Name and slogan and write it in your packet
* Designer.jpgDesign a logo in Power Point
* Save Logo as your group number in My Pictures
* Drag logo into Rees Hand-in
* Delete the picture, then pull it in from where you saved it. Make it smaller and then print it.
* Manuf.jpgCut picture and glued into packet

**Day 2 – Product Planning**

* Admin.jpgTake Roll and do this checklist for the day
* Start brainstorming ideas for badges. Draw them in your packet. You may use the internet to come up with ideas.
* Designer.jpgOpen Print shop by choosing CTE Intro, and then your period and group number. Start designing buttons in Print Shop. If you are logged in correctly, there should already be a badge template there.
* Designer.jpgSave your badge template as your group # and “badges.”
* Try to have at least two badges designed by the end of the period.

**Day 3 – Design Day**

* Admin.jpgTake Roll and do this checklist for the day
* Designer.jpgContinue to finish your designs and do anything from yesterday’s list that you haven’t done yet.
* President.jpgFill out the cover page and STEP ONE of the Business Plan
* Designer.jpgAs **EACH DESIGN** is finished, print it and give it to the manufacturer.
* Cut out each design and glue it to the Final Design Plan.
* Get each design approved by the teacher
* Designer.jpgMake any changes to the design as specified.
* Admin.jpgFill out Manufacturing page—write down the name of each button you are making.
* Manufacturer watch the power point “How to Make a Badge” in Student Common.

**Day 4 – Design & Production**

* Designer.jpgAdmin.jpgTake Roll and do this checklist for the day
* ALL **DESIGNS** MUST BE COMPLETED BY THE END OF THE PERIOD.
* Designer.jpgALL DESIGNS MUST BE APPROVED BY MRS. REES BY THE END OF THE PERIOD.
* Print SIX copies of your badge designs.
* President.jpgWrite your group name on the board to indicate you are ready to make your badges.
  + Designs finished and approved
  + Six copies printed
  + Manufacturing page filled out
  + Manufacturer has watched “How to Make a Badge” Power point.
  + President.jpgStep 1 of Business Plan filled out
* Make badges today if you are called—usually 2-3 groups make their badges on Day 4.
* If you have put your name up on the board, and are waiting to be called, you may play games while you wait.

**Day 5 - Production**Admin.jpg

* Take Roll and do this checklist for the day
* Designer.jpgWait for your group to be called to make your badges. All groups must be finished **making** their badges by the end of the period.
* Make your badges in an assembly line
* Admin.jpgRecord any losses (or no losses) on the Manufacturing page of your packet.
* Put a checkmark next to your group’s name on the board when you finish.
* Put your badges back in the bag and put the bag in the **basket**.

**Day 6 – Advertising & Promotions**

* Admin.jpgTake Roll and do this checklist for the day
* As a group, decide which promotions you would like to do.
* President.jpgFill out Step Two of the business plan, where you decide what to do for your promotions.
  + Make sure you enter it correctly—you will lose points when you turn it in if you do it wrong!
* **Begin creating your Advertising posters**. There should be two of them. It is **REQUIRED** by all groups!
  + **This is the salesman’s job, but you may want to split it with another team member of your choice to get it done faster, especially if you are one of the last groups to finish your badges**.
  + One poster should have a picture of each badge and the price
  + The other should have just your logo and slogan
* **If you choose to do a Teaser Poster**, you may work on that today. A Teaser poster should include:
  + Your Company Logo (saved in Student Common)
  + A border
  + PICTURES of your badges, (no prices)
  + Your Period
    - Anyone in the group may make the teaser poster
    - Use the pictures of your badges saved in Student Common.
    - In Print Shop, go to Insert, File and then go to Student Common/Rees CTE Intro/Badge Builder/Quarter/Badge Photos.
    - With the inserted picture highlighted, go to Effects>Crop and Orientation. Choose the circle and draw a circle around one of the badges and press ok. Repeat the process for all badges.
  + Show your Teaser to Mrs. Rees for approval, then take your Teaser Poster to Mr. Simpson’s room when finished.

**Day 7 – Finish Advertising & Promotions**

* Admin.jpgTake Roll and do this checklist for the day
* Do anything today that you did NOT get done on Day 6’s list.
* Print posters from print shop
* Back it on provided poster board, put Velcro on the four corners, and write the names of everyone in the group on the back
  + Admin.jpgPut the poster up on the wall when finished
  + Feel free to add cut out pictures around the edges of your poster to make it stand out.
* President.jpgFill out the Cashiering page in the packet (just the designs part) Be prepared to fill out the rest of it tomorrow at the Market.
* President.jpgFill out the “Are We Ready?” page in the packet.
* Get “Are We Ready” signed by Mrs. Rees (lose 10 pts if you do not get it signed—can only get it signed today!)

**Day 8 – The Market**Admin.jpg

* Take Roll and do this checklist for the day
* Fill out Cashiering sheet throughout the Market—keep track of votes, sales, and orders.
* Salesman leaves table to get sales—go out there and talk to people!
* Collect money throughout the market

**Day 9 – The Results**Admin.jpg

* Take Roll and do this checklist for the day
* President.jpgFill out step 3 of the Business Plan—enter sales, votes, orders, etc.
* Admin.jpgTurn Business Plan in to Rees hand-in. (Do this quickly!)
* Designer.jpgFill out Group Evaluation **(All members participate)**
* Print double copies of all orders *(Do not print pictures of your badges! Print the originals you designed!)*
* Cut out orders with circle cutters (2 for each order)
* Designer.jpgPut orders in bag, in your box*. (You are fined if you leave this out!)*
* Sort money in piles on Mrs. Rees’ podium
* President.jpgCreate graphs in Excel in Step 4
* Print finished graph
* Admin.jpgAttach graph to packet and turn in to basket

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:**

Approved

**Design 4:**  **Design 5:**  **Design 6:**

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.)Make sure you mark if the pin will be a Magnet Back or a Pin Back.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Design** | **Name** | **✓** | **Losses** |
| Button 1 |  |  |  |
| Button 2 |  |  |  |
| Button 3 |  |  |  |
| Button 4 |  |  |  |
| Button 5 |  |  |  |
| Button 6 |  |  |  |
| Button 7 |  |  |  |
| Button 8 |  |  |  |
| Button 9 |  |  |  |
| Button 10 |  |  |  |
| Button 11 |  |  |  |
| Button 12 |  |  |  |

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

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 # on back |
|  |  | President.jpg |
|  |  | Step 1&2 filled out  Manuf.jpg  All badges completed. |
|  |  |  |
|  |  |  |
|  |  | Teaser poster completed and in Mr. Simpson’s room   * Make sure you have entered the cost into Step 2.   Admin.jpg |
|  |  | Cashiering page filled out |
|  |  | Write the names of each design in the first column |
|  |  | Admin.jpg |  | * President.jpgManuf.jpgCome to Mrs. Rees and tell me the number on the back of the frame you want |
|  |  | Count badges in bag |  | Voting Preparation sheet filled out and turned in to basket |
|  |  | Make sure you have all badges are present |  |  |
|  |  |  |  | Teaser Poster finished and delivered to Mr. Simpson (if applicable) |
|  |  | Designer.jpgAdmin.jpg |
|  |  | Print 2 copies of your badges |
|  |  | These are for orders. Make 2 copies of each badge design. Do not cut them out. |
|  |  | Place these pages in your admin assistant’s folder. These will be used later for orders. (If you have printouts leftover from when you made the badges, you can use those instead.) |
|  |  | President.jpg |
|  |  | Send President to Mrs. Rees with this complete sheet for approval.  *(must get this signed on Day 7 or your group will be docked 10 pts.)* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Cashiering

Directions: Fill out each badge name and it’s cost on Day 7—before the Badge Market. At the market, check off each badge as it sells, and write the amount you collected for the sale. Enter your orders on the colored boxes, including the first and last name of the customer and the badge they ordered. Add it the total of all badges together at the bottom. That is how much money you should have collected.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Market Sales | | | | | | |
| **Badge** | | **Cost** | **Sold**  **(X)** | | **Amount Collected** | |
| 1 |  |  |  | | $ | |
| 2 |  |  |  | | $ | |
| 3 |  |  |  | | $ | |
| 4 |  |  |  | | $ | |
| 5 |  |  |  | | $ | |
| 6 |  |  |  | | $ | |
| 7 |  |  |  | | $ | |
| 8 |  |  |  | | $ | |
| 9 |  |  |  | | $ | |
| 10 |  |  |  | | $ | |
| 11 |  |  |  | | $ | |
| 12 |  |  |  | | $ | |
| **Orders** | | | | | | |
| 1 | **Name:** | | | $ | | |
| **Badge:** | | |
| 2 | **Name:** | | | $ | | |
| **Badge:** | | |
| 3 | **Name:** | | | $ | | |
| **Badge:** | | |
| **Total:** | | | |  | | Day8.jpg |

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 group, 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 your experience?
6. What have you learned from this activity?

**