**Booth Instructions**

1. Collect a transportation ticket
2. Verify they have their IDs. If they don’t have all 3 IDs (State ID, Social Security, and Birth Certificate) you cannot help them.
3. Spread cards out and let them pick the one they want (remember to collect the card back from the participant
4. If they present a wild card - keep the wild card and mark on their life card that they took care of it
5. Remember- check marks represent positive interactions and x's represent negative
6. No agency can cash/accept checks except for the bank.

**Career Center/GED Instructions**

**Career Center**

* When a person comes to the Career Center to job seek, they need to fill out the job application each time and turn it in (it doesn’t matter if it’s filled out completely or not). The application process is to simulate real job hunting but also to make sure they spend a little time at the booth to represent the amount of time it would take to actually job seek.
* Job seekers pick from the many job seeking cards – write the result on their Life Card in the Career Center spot.
* If the participant gets a job, tell them to report to the employer next week and they can leave the Career Center, once you have recorded their employment information on their Life Card. If you want to be nice, you can tell them they need a clean UA from discount medical before reporting to the employer.
* If they draw a did not job search card, send them away and write that in the appropriate space on their Life Card.
* If they fail to report for any week, place an 🗷 in the box from the week they didn’t report.
* If they need clothes, send them to the clothes bank and write that in the box.
* If they attend GED, place a 🗹 in the box Life Card that corresponds with the current week. If they fail to attend GED classes any of the weeks, place an 🗷 in the corresponding box.

\*\*\*On the participant's Life Cards: 🗹 represents a good transaction

🗷 represents a negative transaction

\*\* It is not possible to predict every scenario that you may see. Please have fun with your role and keep in mind we want participants to understand the struggle associated with the return to society.

**Career Center/GED Box Inventory**

Please verify that all items are in your box.   
Contact a facilitator if anything is missing

* Ink Pen
* Notepad for taking notes
* Career Center Action Cards
* Application for Employment
* Name displays for table
* Instructions



If they complete a “Wild Card” at your booth, put a 🗹