**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. If they present a wild card - keep the wild card and mark on their life card that they took care of it
4. Remember- check marks represent positive interactions and x's represent negative
5. No agency can cash/accept checks except for the bank.

**Employer Instructions**

* Those arriving to work will need to sign in and sit in the seats.
* Each employee must write the time they arrive on the time sheet as well as what time they leave.
  + Full time workers will spend 7 minutes at your booth; they also must give you a total of **5 transportation tickets** each week to represent 5 days of employment travel.
  + Part time workers will spend 3 minutes at your booth; they will be required to give you a total of **3 transportation tickets** each week to represent 3 days of employment travel.
* Checks have been provided. Full time workers will receive a check after the 7 minutes for $320. Part time workers will receive a check for $120 after the 3 minutes. They must cash their check at the bank.
* You may have new employees show up as the simulation continues. There are some Wild Cards and Career Center action cards that put people to work. Look at those 2 sections on their Life Card to verify employment.
* New employees must pass UA prior to starting work. This is also a box that will have either a 🗹 for a positive test result or 🗷 for a negative test result. If there is an 🗷 in the box, tell them they cannot have the job.
* At your discretion, employees need to draw a drug screen card to determine if they need to be randomly drug tested.

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

🗷 represents a negative transaction

\*\* The above-mentioned time is for a 15 minute week. If you choose to shorten the weeks (less available time for simulation or less than 60 participants) adjust the work time accordingly.

\*\* 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.

**Employer Box Inventory**

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

* Ink Pen
* Dry Erase Markers
* Notepad for Taking Notes
* Full time paychecks for $320
* Part time paychecks for $120
* Name displays for table
* Clock/Watch (not provided)
* Instructions



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