

Community Foundation BizPrep

Welcome Letter

Business CEO:

We are looking forward to your school's visit to *JA BizTown* and hope that you and your team are as well. We know you are learning a lot about operating your own business and handling your own finances. Before long, you will be able to put your knowledge to work and, hopefully, see success for both yourself and your business.

You will find many important papers in this BizPrep Packet. All pages must be completed before coming to *JA BizTown* and must be brought with you on the day of your on-site visit. There are also several tasks to be completed in preparation for your visit. **Please use the checklist below to assure that all paperwork and tasks are completed and checked for accuracy.**

____ Business Cost Sheet

____ Loan Application

____ Radio Ad

____ Philanthropy Pledge Sheet

____ Employee Checkbooks*

____ Employee Name Tags (optional)

**Checkbooks are not used by every school. Check with your teacher and include the completed checkbooks in your BizPrep envelope, if instructed*

Your signature at the bottom of this page indicates that your business team is ready for business. Thank you for handling this responsibility!

We look forward to seeing you soon,



Lena Yarian
President, JA of Northern Indiana

Our business has prepared each of the above items:

CEO'S Signature

Community Foundation BizPrep Business Cost Sheet

SALARIES

Student Name (First and Last Name)	Account #	Break	Salary	Periods	Total Salary
CEO _____	<u>143</u>	Yellow	\$9.00	X 2 = _____	
CFO _____	<u>144</u>	Red	\$8.50	X 2 = _____	
Career Counselor 1 _____	<u>145</u>	Green	\$8.00	X 2 = _____	
Career Counselor 2 _____	<u>146</u>	Yellow	\$8.00	X 2 = _____	
Development Director 1 _____	<u>147</u>	Yellow	\$8.00	X 2 = _____	
Development Director 2 _____	<u>148</u>	Green	\$8.00	X 2 = _____	
Marketing Director 1 _____	<u>149</u>	Yellow	\$8.00	X 2 = _____	
Marketing Director 2 _____	<u>150</u>	Red	\$8.00	X 2 = _____	
Newsletter Editor _____	151	Green	\$8.00	X 2 = _____	
Photographer 1 _____	152	Green	\$8.00	X 2 = _____	
Photographer 2 _____	153	Red	\$8.00	X 2 = _____	

NOTE: The above assigned account number MUST be the same account number written on the front of the citizen checkbook.

Section A: Total Salaries \$ _____

OPERATING COSTS

Commercial Leasing	(\$4 to Realty Office)	\$4.00
Healthcare	(\$5 to Healthcare)	\$5.00
Philanthropy	(\$2 to Community Foundation)	\$2.00
Professional Services	(\$8 to Professional Office) - Insurance, Accounting Services	\$8.00
Radio Advertising	(\$4 to City Hall)	\$4.00
RV	(\$6 to RV Manufacturing)	\$6.00
Supplies	(\$7 to Supply Center) - First Supply Order \$5, Supply Reorders up to \$2	\$7.00
Taxes	(\$5 to City Hall) - Personnel Taxes, Property Taxes	\$5.00
Utilities	(\$5 to Utility Company)	\$5.00

Section B: Total Operating Costs \$ _____

TOTAL BUSINESS COSTS:
(Salaries plus Operating Costs)

\$ A + B

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Loan Application

BUSINESS INFORMATION

Business name: _____

Do you provide a good or a service? _____

Use the information on the **Business Cost Sheet** to complete this application.

EMPLOYEE INFORMATION

Number of employees: _____

Total of All Salaries: \$ _____ Line 1

Transfer from Business Cost Sheet: Section A

OPERATING COSTS INFORMATION

Total Operating Costs: \$ _____ Line 2

Transfer from Business Cost Sheet: Section B

TOTAL BUSINESS COSTS

Total Business Costs: \$ _____ Line 3
Line 1 + Line 2

TOTAL INTEREST AMOUNT
 (Multiply 5% times the **Total Business Costs**)

\$ _____ Line 4
Line 3 x .05

TOTAL AMOUNT DUE
 (Total Business Cost + Total Interest Amount)

\$ _____ Line 5
Line 3 + Line 4

As a representative of the above named business, I agree to repay the Total Amount Due, which includes both the loan amount requested plus interest. I certify that the above information is correct to the best of my knowledge.

 (CEO's Signature)

TO BE SIGNED BY BANK CEO AT JA BIZTOWN

Circle One: Approved Denied _____
(Bank CEO's Signature)

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Radio Advertisement

Create a 30-second radio commercial for your business. On the day of the visit, the City Hall Broadcast staff will collect this advertisement from your business so that it can be read on air by the DJ.

Time: 30 seconds (approximately 110 words)

Note: You may not know what products/services you are providing until you arrive at *JA BizTown*. Take this opportunity to advertise the quality characteristics of your business. Let people know what a great staff/business you will be running so they know why they should visit your business.

BROADCAST DJ:

_____ Read On Air

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Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community a better place. Citizens can help by donating their time (volunteering), talent (skills), and treasure (money) to charitable organizations.

JA BizTown citizens have the opportunity to give back as individuals and as a business group to a worthy JA BizTown non-profit organization. On the day of the visit, the Community Foundation Development Director will collect this pledge sheet and invoice your business for \$2.00 in financial support.

PHILANTHROPY PLEDGE

(Business Name)

***My employees are aware of the mission of
non-profit organizations and their role in the community.
Our business pledges \$2.00 to support a non-profit organization.***

CEO's Signature: _____

Employees' Signatures: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Community Foundation BizPrep

Business Overview

Offers opportunities for citizens and businesses to strengthen the community by inspiring generosity. The foundation also manages a scholarship program, allowing citizens the opportunity to improve their own lives through education.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Submits Loan Application to bank. 2. Oversees business operations and makes business decisions. 3. Opens Utility account. 4. Distributes business supplies. 5. Signs Insurance Policy and Lease Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening Town Meeting, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Places supply order. 2. Submits online request for business loan. 3. Inputs employee payroll information. 4. Processes business payroll. 5. Prepares direct deposit enrollment paperwork. 6. Completes Loan Promissory Note. 7. Makes business expense payments. 8. Submits business deposits. 9. Makes business loan payments and tracks loan payoff progress.
<p style="text-align: center;">CAREER COUNSELOR</p> <ol style="list-style-type: none"> 1. Works with CEO to set counseling goals. 2. Becomes familiar with career counseling tools. 3. Greets customers and assists them with completing Holland Code assessment. 4. Assists customers with Mirror Me activity. 5. Offers opportunity for additional career discovery. 	<p style="text-align: center;">DEVELOPMENT DIRECTOR</p> <ol style="list-style-type: none"> 1. Selects worthwhile non-profit community project(s) to support. 2. Sets the fundraising goal. 3. Collects Philanthropy Pledge from each business. 4. Prepares and sends non-profit invoices. 5. Collects donations from citizens. 6. Coordinates community support voting activity. 7. Reports donation total and community support results at Closing Town Meeting, if time permits.
<p style="text-align: center;">MARKETING DIRECTOR</p> <ol style="list-style-type: none"> 1. Creates marketing flyer. 2. Analyzes Business Improvement Plans applications to select award winners based on provided selection criteria. 3. Announces winners and presents awards to recipients. 4. Helps with the Community Foundation Newsletter (assists Newsletter Editor and Photographer when these positions are filled). 5. Assists the Development Director in accepting donations from citizens. 	<p style="text-align: center;">NEWSPAPER EDITOR</p> <ol style="list-style-type: none"> 1. Designs a one page newsletter using the provided CANVA template. 2. Interviews JA BizTown citizens and uses responses in newsletter. 3. Works with Photographer to select best photos to include. <p style="text-align: center;">PHOTOGRAPHER</p> <ol style="list-style-type: none"> 1. Acts as a photo journalist for the day by taking photographs of JA BizTown citizens in action working in their businesses. 2. Selects best photos for use in the newsletter. 3. Assists Newsletter Editor as needed with content.