

JA BIZPREP



Chick-fil-a



JA
BIZTOWN™

JA BizTown® BizPrep

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope/folder for carrying all necessary paperwork to JA BizTown.

Chick-fil-a Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

Chick-fil-a Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Investors Bank CEO, by the Chick-fil-A CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Investors Bank CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

Chick-fil-a Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- ___ The Chick-fil-a Business Costs Sheet has been completed and checked for accuracy.
- ___ The BiZNJ Radio Ad has been written clearly and legibly.
- ___ The BizBee News Newspaper Ad is completed neatly and correctly.
- ___ The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- ___ Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Wells Fargo for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

JA BizTown[®] BizPrep

Chick-fil-a Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
Store Manager 1 _____	_____	\$8.00	X 2 = _____	
Store Manager 2 _____	_____	\$8.00	X 2 = _____	
Team Member 1 _____	_____	\$8.00	X 2 = _____	
Team Member 2 _____	_____	\$8.00	X 2 = _____	
Team Member 3 _____	_____	\$8.00	X 2 = _____	
Team Member 4 _____	_____	\$8.00	X 2 = _____	
Beverage Manager 1 _____	_____	\$8.00	X 2 = _____	
Beverage Manager 2 _____	_____	\$8.00	X 2 = _____	
Food Manager 1 _____	_____	\$8.00	X 2 = _____	
Food Manager 2 _____	_____	\$8.00	X 2 = _____	
Marketing Manager 1 _____	_____	\$8.00	X 2 = _____	
Marketing Manager 2 _____	_____	\$8.00	X 2 = _____	

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay the JA BizTown Bank the sum of \$ _____
(Total Amount requested)
plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the credit union's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____



Chick-fil-A

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Makes business operational decisions. 4. Prepares and gives speech at Opening Town Meeting. 5. Assists with all business duties when employees are on break. 6. Works with employees to determine pricing of food, drink and any special promotions if directed to do so by the JA BizTown staff. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at the bank. 6. Pay off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">TEAM MEMBER</p> <ol style="list-style-type: none"> 1. Sets up equipment and organizes food items for sale. 2. Educates customers on the importance of drinking water 3. Assists to keep equipment and work area clean. 4. Takes customer orders, receives payment and delivers food/beverage items to customers. 5. Informs customers about the Using Nutrition Guides. 6. Counts collected cash payments and forwards to CFO for deposit. 	<p style="text-align: center;">STORE MANAGER</p> <ol style="list-style-type: none"> 1. Assists Food Manager to set up the sales area in preparation for customers. 2. Works with Food Manager to keep equipment and serving areas clean throughout the day. 3. Prepares (sets up chairs, tables, etc.) lunch area if necessary. 4. During lunchtime, monitors eating area for clean and safe conditions (no slick areas where falls might occur, for example). 5. Uses available cleaning products to clean up spills and other occurrences that affect safety. 6. Notifies volunteer and JA Staff members of any spills and/or safety issues that may develop in the dining area.
<p style="text-align: center;">FOOD MANAGER</p> <ol style="list-style-type: none"> 1. Get box of chips from JA Staff at the beginning of the day. 2. Work with team to set prices of chips. 3. If chips run out, go to JA Staff to ask for more (only after lunch). 4. Assist customers with transactions throughout the day. 	<p style="text-align: center;">BEVERAGE MANAGER</p> <ol style="list-style-type: none"> 1. Get case of water from JA Staff at the beginning of the day. 2. Work with team to set prices of bottled water. 3. If water runs out, go to JA Staff to ask for more (only after lunch). 4. Assist customers with transactions throughout the day.

JA BIZPREP



City Hall



JA
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JA BizTown Business Envelope

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City Hall Welcome Letter

This letter to the Mayor provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

City Hall Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the *JA BizTown* on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Investors Bank CEO, by the City Hall Mayor, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Investors Bank CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The Newspaper Ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

City Hall Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear Mayor:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- ___ The City Hall Business Costs Sheet has been completed and checked for accuracy.
- ___ The BiZNJ Radio Ad has been written clearly and legibly.
- ___ The BizBee News Newspaper Ad is completed neatly and correctly.
- ___ The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- ___ Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to the Wells Fargo for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____

Mayor's Signature

JA BizTown[®] BizPrep

City Hall Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
Mayor 1 _____	_____	\$9.00	X 2 =	_____
Mayor 2 _____	_____	\$9.00	X 2 =	_____
Town Treasurer 1 _____	_____	\$8.50	X 2 =	_____
Town Treasurer 2 _____	_____	\$8.50	X 2 =	_____
District Attorney 1 _____	_____	\$8.00	X 2 =	_____
District Attorney 2 _____	_____	\$8.00	X 2 =	_____
District Attorney 3 _____	_____	\$8.00	X 2 =	_____
City Councilmember 1 _____	_____	\$8.00	X 2 =	_____
City Councilmember 2 _____	_____	\$8.00	X 2 =	_____
Real Estate Agent 1 _____	_____	\$8.00	X 2 =	_____
Real Estate Agent 2 _____	_____	\$8.00	X 2 =	_____
Emergency Mngmt Director 1 _____	_____	\$8.00	X 2 =	_____
Emergency Mngmt Director 2 _____	_____	\$8.00	X 2 =	_____
Police Officer 1 _____	_____	\$8.00	X 2 =	_____
Police Officer 2 _____	_____	\$8.00	X 2 =	_____
Police Officer 3 _____	_____	\$8.00	X 2 =	_____
IRS Agent 1 _____	_____	\$8.00	X 2 =	_____
IRS Agent 2 _____	_____	\$8.00	X 2 =	_____
Sustainability Director _____	_____	\$8.00	X 2 =	_____

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$2 to Community Assistance Center)	\$2.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay the JA BizTown Bank the sum of \$ _____
(Total Amount requested)
plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the credit union's costs of collection, including reasonable attorney's fee.

By: _____
(Mayor's Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

Mayor's Signature: _____

Employees' Signatures: _____



City Hall

Job Descriptions

<p style="text-align: center;">MAYOR</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Oversees all City Hall operations. 3. Signs all City Hall payroll checks. 4. Prepares and gives speeches at Town Meetings. 5. Collects the JA BizTown census and posts it in City Hall 6. Supervises JA BizTown voting. 7. Coordinates citizen and business recognition process and reports results at Town Meetings. 8. Signs off on the City Councilmember's law. 	<p style="text-align: center;">TOWN TREASURER</p> <ol style="list-style-type: none"> 1. Applies for a business loan 2. Inputs City Hall employee payroll information. 3. Prints and distributes City Hall employee payroll checks. 4. Makes City Hall deposits at the bank. 5. Pays off business loan. 6. Signs City Hall checks if Mayor is unavailable. 7. Assists with management of JA BizTown voting if necessary.
<p style="text-align: center;">CITY COUNCILMEMBER</p> <ol style="list-style-type: none"> 1. Prepares a speech for the Opening Town Meeting. 2. Creates a new law. 3. Walks around JA BizTown to speak to citizens and get their signatures in support of the new law. 4. Writes a short Radio ad about their law. 5. Assists colleagues with anything they may need help with. 	<p style="text-align: center;">DISTRICT ATTORNEY</p> <ol style="list-style-type: none"> 1. Verifies 501(c)3 status of JA BizTown "not for profit" business. 2. Hears any contested tickets from citizens and decides how to settle. 3. Reviews all documents that are sent from businesses throughout the day.
<p style="text-align: center;">REAL ESTATE AGENT</p> <ol style="list-style-type: none"> 1. Prepares a Lease Agreement for each business. 2. Collects and stores the "For Lease" signs. 3. Goes to each business and has the CEO sign their Lease Agreement. 4. Completes a Property Appraisal for each JA BizTown business. 5. Collects business lease payments. 	<p style="text-align: center;">EMERGENCY MANAGEMENT DIRECTOR</p> <ol style="list-style-type: none"> 1. Oversees safe operation of JA BizTown and monitors regularly to verify safety requirements are being met. 2. Delivers safety equipment to businesses that require it. 3. Prepares and delivers Emergency Exit procedures to each JA BizTown business. 4. Performs a Safety Audit on select businesses.

City Hall (cont.)

<p style="text-align: center;">IRS AGENT</p> <ol style="list-style-type: none">1. Prepares and sends business property tax bills.2. Collects property taxes.	<p style="text-align: center;">POLICE OFFICER</p> <ol style="list-style-type: none">1. Creates laws that BizTown citizens must follow2. Enforces laws by giving warnings and tickets3. Brings any contested tickets to the District Attorney for judgement
<p style="text-align: center;">ELECTION COMISSIONER</p> <ol style="list-style-type: none">1. Sets up the voting booth.2. Create posters on the importance of voting.3. Write a speech to read to each business on why they should vote.4. Work with Mayor to get voting results at end of the day.	<p style="text-align: center;">SUSTAINABILITY DIRECTOR</p> <ol style="list-style-type: none">1. Prepare surveying tool for when Maser Consulting's Surveyor comes by.2. Read through the following: ADA Compliance Knowledge Guide and Recycling by the Numbers.3. Create a 5 minute speech on the importance of recycling.4. Using your 5 minute speech, visit each business and have a conversation about recycling.5. Work with the Surveyor to complete the measurements on the map.

JA BIZPREP



Community
Assistance
Center



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The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the *JA BizTown* on-site simulation visit.

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- Unsold goods

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**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear Non-Profit Director:

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- The BizBee News Newspaper Ad is completed neatly and correctly.
- The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Investors Bank for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
Non-Profit Director's Signature

JA BizTown[®] BizPrep

Community Assistance Center Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
Non-Profit Director _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
Grant Manager 1 _____	_____	\$8.00	X 2 = _____	
Grant Manager 2 _____	_____	\$8.00	X 2 = _____	
Sales Manager 1 _____	_____	\$8.00	X 2 = _____	
Sales Manager 2 _____	_____	\$8.00	X 2 = _____	
Fundraiser 1 _____	_____	\$8.00	X 2 = _____	
Fundraiser 2 _____	_____	\$8.00	X 2 = _____	
Event Manager 1 _____	_____	\$8.00	X 2 = _____	
Event Manager 2 _____	_____	\$8.00	X 2 = _____	
Volunteer Coordinator 1 _____	_____	\$8.00	X 2 = _____	
Volunteer Coordinator 2 _____	_____	\$8.00	X 2 = _____	

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5.00 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8.00 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay Investors Bank the sum of \$ _____
(Total Amount requested)
plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO Signature: _____

Employees' Signatures: _____

Community Assistance Center
Job Descriptions

<p>NONPROFIT DIRECTOR</p> <ol style="list-style-type: none"> 1. Obtains the population count from the Mayor in City Hall. 2. Signs Lease Agreement for business space. 3. Signs all business payroll checks. 4. Assists Sales Manager in setting prices for items to be sold. 5. Sets the daily fundraising goal based on today's student population. 6. Works with the Grant Manager to select a worthwhile community project to support. 7. Reports total citizen philanthropic giving at the Closing Town Meeting. 	<p>CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Sends bills to every business for philanthropy. 5. Pays all business bills. 6. Makes business deposits at the bank. 7. Pays off business loan. 8. Signs business checks if CEO is unavailable.
<p>GRANT MANAGER</p> <ol style="list-style-type: none"> 1. Works with the team to select a worthwhile community project to be supported with grant funds. 2. Delivers a nonprofit donation container to each business and collects the Philanthropy Pledge Sheet. 3. Assists Sales Manager to set prices for items to be sold. 4. Collects individual donation containers at end of day and totals the amount collected. (The Non-Profit Director will need this amount to include in the Closing Town Meeting speech.) 5. Assists Sales Manager with retail sales and accepts payments if necessary 	<p>SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with Nonprofit Director and Grant Manager to set prices for products to be sold. 2. Tags all items to be sold. 3. Prepares product displays. 4. Assists customers with purchases and accepts payments. 5. Forwards collected payment checks to CFO for deposit.

EVENTS MANAGER

1. Create an event for the non-profit of choice.
2. Work with Volunteer Coordinator to figure out the logistics of the community service event.
3. Create posters to raise awareness and let citizens know about this event.
4. Host the event sometime during the day.

VOLUNTEER COORDINATOR

1. Create an event for the non-profit of choice.
2. Work with Events Manager to figure out the logistics of the community service event.
3. Create posters to raise awareness and get citizens to sign up to volunteer.
4. Manage volunteer sign ups and ensure that the volunteers are having a good time.
5. Host the event sometime during the day.

FUNDRAISER

1. Meets with team to determine fundraising goal.
2. Visits each business with Grant Manager to educate citizens on the importance of donating.
3. Encourages businesses to solicit individual donations.
4. Creates marketing materials to increase awareness on the selected community project.

JA BIZPREP



Horizon
Wellness
Center



JA
BIZTOWN™

JA BizTown® BizPrep

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

Horizon Wellness Center Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

Horizon Wellness Center Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Investors Bank CEO, by the Horizon CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Investors Bank CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

Horizon Wellness Center Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- The Horizon Wellness Center Business Costs Sheet has been completed and checked for accuracy.
- The BiZNJ Radio Ad has been written clearly and legibly.
- The BizBee News Newspaper Ad is completed neatly and correctly.
- The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Wells Fargo for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

JA BizTown[®] BizPrep

Horizon Wellness Center Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 =	_____
CFO _____	_____	\$8.50	X 2 =	_____
Health Care Manager 1 _____	_____	\$8.00	X 2 =	_____
Health Care Manager 2 _____	_____	\$8.00	X 2 =	_____
Health Care Technician 1 _____	_____	\$8.00	X 2 =	_____
Health Care Technician 2 _____	_____	\$8.00	X 2 =	_____
Health Care Technician 3 _____	_____	\$8.00	X 2 =	_____
Fitness Specialist 1 _____	_____	\$8.00	X 2 =	_____
Fitness Specialist 2 _____	_____	\$8.00	X 2 =	_____
Nutritionist 1 _____	_____	\$8.00	X 2 =	_____
Nutritionist 2 _____	_____	\$8.00	X 2 =	_____
Receptionist 1 _____	_____	\$8.00	X 2 =	_____
Receptionist 2 _____	_____	\$8.00	X 2 =	_____

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay Investors Bank the sum of \$ _____
(Total Amount requested)
plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the credit union's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

Horizon Wellness Center

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Set prices for any items which will be sold during the day. 4. Prepares and gives speech at the Opening Town Meeting. 5. Assists with all business duties when employees are on break. 6. Supervises employees and oversees business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Sends all businesses a bill for healthcare. 5. Pays all business bills. 6. Makes business deposits at the bank. 7. Pays off business loan. 8. Signs business checks if CEO is unavailable.
<p style="text-align: center;">HEALTH CARE TECHNICIAN</p> <ol style="list-style-type: none"> 1. Learns how to operate health care equipment. 2. Works with the CEO to set prices for any items which will be sold during the day. 3. Using the health equipment, assists citizens to complete their Health Assessment. 4. Gives completed Health Assessment Form to customers and collects their completed Health Assessment Survey before they leave. 5. Assists customers as they come in to purchase items. 6. Forwards all collected payments to CFO for deposit. 	<p style="text-align: center;">HEALTH CARE MANAGER</p> <ol style="list-style-type: none"> 1. Learns how to operate health care equipment. 2. Works with the CEO to set prices for any items which will be sold during the day. 3. Distributes to business CEOs Health Care Vouchers for all JA BizTown employees. 4. Greets citizens and accepts Health Care Vouchers as they "sign in" and send them to the Health Care Technician for their Health Assessment. 5. Assists customers as they come in to purchase items. 6. Forwards all payment checks to the CFO for deposit to the Credit Union.
<p style="text-align: center;">RECEPTIONIST</p> <ol style="list-style-type: none"> 1. Create sign-up sheets to promote the Fitness Specialist's and Nutritionist's events. 2. Greet customers as they come to Horizon. 3. Sign-up customers for classes hosted by the Fitness Specialist and Nutritionist. Bring customers to their classes. 	

FITNESS SPECIALIST

1. Create fitness class for JA BizTown citizens.
2. Host fitness class.

NUTRITIONIST

1. Create a nutrition lecture for JA BizTown citizens.
2. Host a nutrition lecture.
Note: the nutrition lecture will be based on information materials provided by JA BizTown.

JA BIZPREP



Investors
Bank



JA
BIZTOWN™

JA BizTown® BizPrep

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org/973.349.5037).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope/folder for carrying all necessary paperwork to JA BizTown.

Investors Bank Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

Investors Bank Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

Investors Bank Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all/any Letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Investors Bank CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit. Because your business will operate as a non-profit while at JA BizTown, it will not take out a loan, and you will not complete a Loan Application or a Promissory Note.

Please use the checklist below to assure that all paperwork and tasks are completed.

- The Investors Bank Business Costs Sheet has been completed and checked for accuracy.
- The BiZNJ Radio Ad has been written clearly and legibly.
- The BizBee News Newspaper Ad is completed neatly and correctly.
- The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Investors Bank for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

JA BizTown® BizPrep

Investors Bank Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 =	_____
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Teller 2 _____	_____	\$8.00	X 2 =	_____
Teller 3 _____	_____	\$8.00	X 2 =	_____
Teller 4 _____	_____	\$8.00	X 2 =	_____
Teller 5 _____	_____	\$8.00	X 2 =	_____
Financial Manager 1 _____	_____	\$8.00	X 2 =	_____
Financial Manager 2 _____	_____	\$8.00	X 2 =	_____
Savings Officer 1 _____	_____	\$8.00	X 2 =	_____
Savings Officer 2 _____	_____	\$8.00	X 2 =	_____
Account Representative _____	_____	\$8.00	X 2 =	_____

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$20 to BizBee News, \$20 to BiZNJ Radio)	\$40.00
Taxes	(\$12 to City Hall for property & payroll taxes)	\$24.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$20 to MetLife)	\$20.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

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JA BizTown® BizPrep

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO'S Signature: _____

Employees' Signatures: _____

Investors Bank

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Reviews specified loan applications and accepts all correct ones 2. Signs all payroll checks. 3. Signs Lease Agreement for business space. 4. Collects and records business deposits. 5. Supervises employees and business operations. 6. Prepares and gives a speech at the Closing Town Meeting. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Pays all business bills 4. Signs business checks if CEO is unavailable. 5. Assists with other business duties (time permitting) when other employees are on break.
<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they open personal bank accounts. 2. Processes paychecks and accepts personal deposits. 3. Disburses to customers a maximum of \$2 cash per pay period. 4. Enters customers' personal account transactions into the bank computer system. 5. Assists Financial Manager when necessary. 6. Counts and reports total amount of cash in cash drawer at end of day. 	<p style="text-align: center;">FINANCIAL MANAGER</p> <ol style="list-style-type: none"> 1. Distributes cash to tellers. 2. Completes the Bank Charter 3. Delivers deposit bags to all businesses throughout the day or when necessary. 4. Files business checks and all paperwork given to him/her by the CEO.
<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none"> 1. Visits each JA BizTown business to record the number of employees in each business. 2. Greets customers as they come to open personal savings accounts. 3. Visits businesses to open personal savings accounts of those citizens who did not open one during their break. 4. Gives each customer a Certificate of Savings to indicate that a deposit to savings has been made. 5. Prepares savings report to be given at the Closing Town Meeting. 	<p style="text-align: center;">ACCOUNT REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Distribute debit cards. 2. Create posters to distribute to customers who opened up a savings account. 3. Assists with business operations throughout the day.

JA BIZPREP



MetLife
Financial
Services



JA
BIZTOWN™

JA BizTown® BizPrep

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

MetLife Financial Services Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

MetLife Financial Services Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Wells Fargo CEO, by the MetLife CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Wells Fargo CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

MetLife Financial Services Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- The MetLife Financial Services Business Cost Sheet has been completed and checked for accuracy.
- The BiZNJ Radio Ad has been written clearly and legibly.
- The BizBee News Newspaper Ad is completed neatly and correctly.
- The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Wells Fargo for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

JA BizTown[®] BizPrep

MetLife Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
Claims Adjuster 1 _____	_____	\$8.00	X 2 = _____	
Claims Adjuster 2 _____	_____	\$8.00	X 2 = _____	
Asset Manager 1 _____	_____	\$8.00	X 2 = _____	
Asset Manager 2 _____	_____	\$8.00	X 2 = _____	
Customer Service Rep. 1 _____	_____	\$8.00	X 2 = _____	
Customer Service Rep. 2 _____	_____	\$8.00	X 2 = _____	
Marketing Executive 1 _____	_____	\$8.00	X 2 = _____	
Marketing Executive 2 _____	_____	\$8.00	X 2 = _____	
Total of All Salaries			\$ _____	

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00
Total Operating Costs		\$ _____

Total Business Costs (Salaries plus Operating Costs)

\$ _____

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay the JA BizTown Bank the sum of \$ _____
(Total Amount requested)
plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

MetLife Financial Services

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Prepares and gives speech at the Opening Town Meeting. 2. Signs Lease Agreement for business space. 3. Signs all business payroll checks. 4. Works closely with the Customer Service Representative to learn his/her job; fills in for the Customer Service Representative when he/she is on break. 5. Holds a drawing (assisted by the Customer Service Representative) at the Closing Town Meeting allowing one lucky winner to win a special prize. 6. Supervises employees and business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills. 5. Makes business deposits at the bank. 6. Pays off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">CLAIMS ADJUSTER</p> <ol style="list-style-type: none"> 1. Prepares and delivers an Employee Disability Plan Enrollment Form to each business CEO. 2. Reviews and approves/disapproves property Insurance Claim Forms. 3. Determines the amount of settlement due for approved property claims. 4. Prepares and mails all Claim Settlement Letters. 	<p style="text-align: center;">ASSET MANAGER</p> <ol style="list-style-type: none"> 1. Visits each JA BizTown business to assess the value of the business's contents. 2. Prepares and delivers Property Insurance Policies to all businesses. 3. Collects payments from each business for employee disability plans and property insurance. 4. Forwards all collected payments to CFO for deposit.
<p style="text-align: center;">CUSTOMER SERVICE REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Answers questions (for all JA BizTown citizens who visit during the day) regarding types of insurance offered by MetLife Financial Services. 2. Facilitates the distribution of an Insurance Knowledge Survey to each JA BizTown citizen who visits MetLife. 3. Holds a drawing (assisted by the MetLife Financial Services CEO) at the Closing Town Meeting allowing one lucky winner to win a special prize. 4. Assists customers and accepts payment checks as they visit MetLife to purchase items. Forwards all customers' payment checks to the CFO for deposit into the bank. 	<p style="text-align: center;">MARKETING EXECUTIVE</p> <ol style="list-style-type: none"> 1. Create posters for the products that you will be selling. 2. Figure out ways to get citizens to complete the Insurance Knowledge Survey. 3. Assist the Customer Service Representative with processing transactions throughout the day.

JA BIZPREP



Maser
Consulting



JA
BIZTOWN™

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Wells Fargo CEO, by the Maser CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Wells Fargo CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

The Maser Consulting Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

Thank You,
JA BizTown Staff

Welcome Letter

Dear Maser Consulting CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- ___ Maser Consulting Business Costs Sheet has been completed and checked for accuracy.
- ___ The BiZNJ Radio Ad has been written clearly and legibly.
- ___ The BizBee News Newspaper Ad is completed neatly and correctly.
- ___ The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- ___ Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Investors Bank for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

Maser Consulting Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 =	_____
CFO _____	_____	\$8.50	X 2 =	_____
Landscape Architect 1 _____	_____	\$8.00	X 2 =	_____
Landscape Architect 2 _____	_____	\$8.00	X 2 =	_____
Project Manager 1 _____	_____	\$8.00	X 2 =	_____
Project Manager 2 _____	_____	\$8.00	X 2 =	_____
Civil Engineer 1 _____	_____	\$8.00	X 2 =	_____
Civil Engineer 2 _____	_____	\$8.00	X 2 =	_____
Total of All Salaries			\$	_____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

Promissory Note

Date _____

The undersigned promises to pay Investors Bank the sum of \$ _____
(Total Amount requested)

plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

Maser Consulting

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none">1. Signs Lease Agreement for business space.2. Signs all business payroll checks.3. Makes business operational decisions.4. Prepares and gives speech at the Opening Town Meeting.5. Assists with all business duties when employees are on break.6. Works with employees to determine prices of products.	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none">1. Applies for a business loan.2. Inputs employee payroll information.3. Prints and distributes employee payroll checks.4. Makes business deposits at the bank.5. Pays off business loan.6. Signs business checks if CEO is unavailable.
<p style="text-align: center;">PROJECT MANAGER</p> <ol style="list-style-type: none">1. Responsible for project management, and client management for the project team.2. Responsibilities include preparation of proposals, monitoring of project budgets, staff supervision, scheduling of projects, and responsibility for the design tasks associated with civil engineering projects.3. Approving and signing all designs.	<p style="text-align: center;">LANDSCAPE ARCHITECT</p> <ol style="list-style-type: none">1. Design attractive and functional public parks, gardens, playgrounds, residential areas, college campuses, and public spaces.2. Plan the locations and varieties of walkways, flowers, shrubs, and trees within these environments.3. Provide technical support on projects by performing a variety of landscape architecture related tasks and assignments including preparing design plans and renderings.
<p style="text-align: center;">Civil/Site Engineer</p> <ol style="list-style-type: none">1. Perform design tasks, such as conceptual layouts, grading, and drainage, associated with civil engineering projects.2. Work within AutoCAD and alongside design team to successfully complete projects within established requirements budgets and deadlines.	

JA BIZPREP



Phillips 66



JA
BIZTOWN™

JA BizTown® BizPrep

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

Phillips 66 Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

Phillips 66 Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Wells Fargo CEO, by the Phillips 66 CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Wells Fargo CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

Phillips 66 Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

Thank You,
JA BizTown Staff

JA BizTown® BizPrep

Welcome Letter/Mission Statement

Dear CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- Phillips 66 Business Costs Sheet has been completed and checked for accuracy.
- The BiZNJ Radio Ad has been written clearly and legibly.
- The BizBee News Newspaper Ad is completed neatly and correctly.
- The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Investors Bank for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____

CEO'S Signature

About Phillips 66

With nearly 150 years of experience, we are well-positioned to help fulfill global energy needs. We are a diversified energy manufacturing and logistics company with unique businesses in Refining, Midstream, Chemicals and Marketing and Specialties.

Providing Energy. Improving Lives.

We are excited about the future of energy. Our advantaged and nimble company is full of seasoned leadership and talented teams making responsible choices to adapt and explore the opportunities the changing market brings.

We do this while living out our values of safety, honor and commitment; improving lives by providing access to the energy which is essential to a high standard of living and health throughout the world.

Our employees, suppliers and partners share this vision to provide energy and improve lives. Our hard work, and team work, keeps energy flowing. At Phillips 66, we know that now, more than ever, is the time to try new things.



JA BizTown[®] BizPrep

Phillips 66 Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 =	_____
CFO _____	_____	\$8.50	X 2 =	_____
Logistics Engineer 1 _____	_____	\$8.00	X 2 =	_____
Logistics Engineer 2 _____	_____	\$8.00	X 2 =	_____
Refining Engineer 1 _____	_____	\$8.00	X 2 =	_____
Refining Engineer 2 _____	_____	\$8.00	X 2 =	_____
Refining Engineer 3 _____	_____	\$8.00	X 2 =	_____
Energy Educator 1 _____	_____	\$8.00	X 2 =	_____
Energy Educator 2 _____	_____	\$8.00	X 2 =	_____
Total of All Salaries				\$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Consulting	(\$11 to Maser Consulting)	\$11.00
Total Operating Costs		\$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay Investors Bank the sum of \$ _____
(Total Amount requested)

plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

Phillips 66

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Make all business operational decisions. 4. Prepares and gives speech at Opening Town Meeting. 5. Assists with all business duties when employees are on break. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Pays all business bills, 5. Makes business deposits at the bank. 6. Pays off business loan. 7. Signs business checks if CEO is unavailable.
<p style="text-align: center;">LOGISTICS ENGINEER</p> <ol style="list-style-type: none"> 1. Reads all utility meters and records usage. 2. Sends all businesses a Utility Bill. 3. Makes sure all businesses have paid their Utility Bill. 	<p style="text-align: center;">REFINING ENGINEER</p> <ol style="list-style-type: none"> 1. Completes Permit Application 2. Delivers Diesel, Natural Gas, and Gasoline to all businesses to fulfil their energy needs. 3. Works with Logistics Engineer to ensure each JA BizTown business has the correct amount and type of energy.
<p style="text-align: center;">ENERGY EDUCATOR</p> <ol style="list-style-type: none"> 1. Read through the Bayway Refinery Activity Book. 2. Highlight any facts that stood out to you. 3. Create posters to educate JA BizTown citizens' different energy products Phillips 66 is providing to JA BizTown. 	

JA BIZPREP



Wells Fargo



JA
BIZTOWN™

JA BizTown® BizPrep

Wells Fargo Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the *JA BizTown* on-site simulation visit.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear Wells Fargo CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit. Because your business will operate as a non-profit while at JA BizTown, it will not take out a loan, and you will not complete a Loan Application or a Promissory Note.

Please use the checklist below to assure that all paperwork and tasks are completed.

___ Wells Fargo Business Costs Sheet has been completed and checked for accuracy.

___ The BiZNJ Radio Ad has been written clearly and legibly.

___ The BizBee News Newspaper Ad is completed neatly and correctly.

___ The Community Assistance Center Philanthropy Pledge Sheet Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.

___ Each employee has:

- Written his/her name on the top left corner of every personal check and deposit ticket.
- Written his/her account number on the bottom right corner of every personal check and deposit ticket.
- Completed the first deposit ticket and first deposit entry in the checkbook register.
- Written the check to Wells Fargo for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

JA BizTown[®] BizPrep

Wells Fargo Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 =	_____
CFO _____	_____	\$8.50	X 2 =	_____
Teller 1 _____	_____	\$8.00	X 2 =	_____
Teller 2 _____	_____	\$8.00	X 2 =	_____
Teller 3 _____	_____	\$8.00	X 2 =	_____
Teller 4 _____	_____	\$8.00	X 2 =	_____
Teller 5 _____	_____	\$8.00	X 2 =	_____
Financial Manager 1 _____	_____	\$8.00	X 2 =	_____
Financial Manager 2 _____	_____	\$8.00	X 2 =	_____
Savings Officer 1 _____	_____	\$8.00	X 2 =	_____
Savings Officer 2 _____	_____	\$8.00	X 2 =	_____
Account Representative _____	_____	\$8.00	X 2 =	_____
			Total of All Salaries	\$ _____

OPERATING COSTS

Advertising	(\$20 to BizBee News, \$20 to BiZNJ Radio)	\$40.00
Taxes	(\$12 to City Hall for property & payroll taxes)	\$24.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$20 to MetLife)	\$20.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO Signature: _____

Employees' Signatures: _____


Wells Fargo
Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Reviews specified loan applications and accepts all correct ones 2. Signs all payroll checks. 3. Signs Lease Agreement for business space. 4. Collects and records business deposits. 5. Supervises employees and business operations. 6. Prepares and gives a speech at the Closing Town Meeting. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Pays all business bills 4. Signs business checks if CEO is unavailable. 5. Assists with other business duties (time permitting) when other employees are on break.
<p style="text-align: center;">TELLER</p> <ol style="list-style-type: none"> 1. Greets customers as they open personal credit union accounts. 2. Processes paychecks and accepts personal deposits. 3. Disburses to customers a maximum of \$2 cash per pay period. 4. Enters customers' personal account transactions into the credit union computer system. 5. Assists Financial Manager when necessary. 6. Counts and reports total amount of cash in cash drawer at end of day. 	<p style="text-align: center;">FINANCIAL MANAGER</p> <ol style="list-style-type: none"> 1. Distributes cash to tellers. 2. Completes the Bank Charter 3. Delivers deposit bags to all businesses throughout the day or when necessary. 4. Files business checks and all paperwork given to him/her by the CEO.
<p style="text-align: center;">SAVINGS OFFICER</p> <ol style="list-style-type: none"> 1. Visits each JA BizTown business to record the number of employees in each business. 2. Greets customers as they come to open personal savings accounts. 3. Visits businesses to open personal savings accounts of those citizens who did not open one during their break. 4. Gives each customer a Certificate of Savings to indicate that a deposit to savings has been made. 5. Prepares savings report to be given at the Closing Town Meeting. 	<p style="text-align: center;">ACCOUNT REPRESENTATIVE</p> <ol style="list-style-type: none"> 1. Distribute debit cards. 2. Create posters to distribute to customers who opened up a savings account. 3. Assists with business operations throughout the day.

JA BIZPREP



Quest
Diagnostics



JA
BIZTOWN™

JA BizTown® BizPrep

Contents

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JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

Quest Diagnostics Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

Quest Diagnostics Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Wells Fargo CEO, by the Quest Diagnostics CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Wells Fargo CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

Quest Diagnostics Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- ___ The Quest Diagnostics Business Costs Sheet has been completed and checked for accuracy.
- ___ The BiZNJ Radio Ad has been written clearly and legibly.
- ___ The BizBee News Newspaper Ad is completed neatly and correctly.
- ___ The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- ___ Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Wells Fargo for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____

CEO'S Signature

JA BizTown[®] BizPrep

Quest Diagnostics Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
Medical Technologist 1 _____	_____	\$8.00	X 2 = _____	
Medical Technologist 2 _____	_____	\$8.00	X 2 = _____	
Medical Technologist 3 _____	_____	\$8.00	X 2 = _____	
Medical Technologist 4 _____	_____	\$8.00	X 2 = _____	
Community Health Dir. 1 _____	_____	\$8.00	X 2 = _____	
Community Health Dir. 2 _____	_____	\$8.00	X 2 = _____	
Population Health Analyst 1 _____	_____	\$8.00	X 2 = _____	
Population Health Analyst 2 _____	_____	\$8.00	X 2 = _____	
Total of All Salaries				\$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00
Total Operating Costs		\$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay the Investors Bank the sum of \$ _____
(Total Amount requested)
plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

JA BizTown® BizPrep

Quest Diagnostics Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains a bank loan. 2. Signs Lease Agreement for business space. 3. Supervises employees and oversees all business operations. 4. Signs all business payroll and expense checks. 5. Prepares and gives speech at the Opening Town Meeting. 6. Assists with all business duties when employees are on break. 7. Speak to other businesses about Quest. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at the bank. 6. Signs business checks if CEO is unavailable.
<p style="text-align: center;">COMMUNITY HEALTH DIRECTOR</p> <ol style="list-style-type: none"> 1. Teach other businesses about how they can lead healthy lives. 2. Speak to customers about wellness and encourage them to fill out a wellness survey for a chance to win a prize at the end of the day. 3. Speak to customers about heart health and the effects stress can have on your body. 4. Assist customers who would like to purchase retail items. 	<p style="text-align: center;">MEDICAL TECHNOLOGIST</p> <ol style="list-style-type: none"> 1. Use a microscope to look at samples and help citizens who are suffering from illnesses. 2. Work with the Horizon Wellness Center to help sick citizens become healthy. 3. Confidentially share test results with customers. 4. Assist with product sales and making stress balls as needed.
<p style="text-align: center;">POPULATION HEALTH ANALYST</p> <ol style="list-style-type: none"> 1. Analyze and research wellness within BizTown. 2. Will review survey responses and identify the "Healthiest Biztown Business" or person. 3. They will point out other common factors (Average number of hours being active by the class, most common food eaten). 	

JA BIZPREP



JA BizTown® BizPrep

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

UPS Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

UPS Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Wells Fargo CEO, by the UPS CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Wells Fargo CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

UPS Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all/any letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear CEO:

We are looking forward to your school's on-site simulation 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 checking account. 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 read and/or completed before coming to JA BizTown and must be brought with you on the day of your on-site visit.

Please use the checklist below to assure that all paperwork and tasks are completed.

- ___ The UPS Business Costs Sheet has been completed and checked for accuracy.
- ___ The BiZNJ Radio Ad has been written clearly and legibly.
- ___ The BizBee News Newspaper Ad is completed neatly and correctly.
- ___ The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- ___ Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
 - Written the check to Investors Bank for \$1.50 to open their personal savings account and recorded the entry in their checkbook register.

During business start-up on the day of your simulation visit, give this completed signed letter to one of the JA BizTown staff members. 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,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

JA BizTown[®] BizPrep

UPS Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
Sales Manager 1 _____	_____	\$8.00	X 2 = _____	
Sales Manager 2 _____	_____	\$8.00	X 2 = _____	
Carrier 1 _____	_____	\$8.00	X 2 = _____	
Carrier 2 _____	_____	\$8.00	X 2 = _____	
Carrier 3 _____	_____	\$8.00	X 2 = _____	
Stock Manager 1 _____	_____	\$8.00	X 2 = _____	
Stock Manager 2 _____	_____	\$8.00	X 2 = _____	

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay Investors Bank the sum of \$ _____
(Total Amount requested)

plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

UPS

Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Signs all business payroll checks. 3. Prepares and gives a speech at the Opening Town Meeting. 4. Works with employees to determine prices of products to be sold. 5. Assists with all business duties when employees are on break. 6. Supervises employees and oversees all business operations. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Applies for a business loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Sends all businesses a bill for supplies. 5. Pays all business bills. 6. Makes business deposits at the bank. 7. Pays off the business loan. 8. Signs business checks if CEO is unavailable.
<p style="text-align: center;">CARRIER</p> <ol style="list-style-type: none"> 1. Works with CEO & Sales Manager to set prices of products. 2. Delivers supply bins to businesses. 3. Delivers all business payroll checks. 4. Forwards collected payment checks to CFO for deposit. 5. Collects mail from the central postal box and each business. 6. Delivers processed mail to businesses and individuals in JA BizTown. 7. Assists Sales Manager (when available) to greet customers and sell products. 	<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to set prices of products. 2. Assists customers with purchases and accepts payment checks. 3. Assists customers with stamp purchases and accepts payments. 4. Forwards all collected payment checks and cash to CFO for deposit.
<p style="text-align: center;">STOCK MANAGER</p> <ol style="list-style-type: none"> 1. Get all inventory for the morning of the day from JA Staff. This is all the retail items the entire JA BizTown will be using! 2. If businesses run out of stock, replenish their items. 3. Constantly make sure you have enough inventory at UPS. If you run out, go talk to JA Staff. 	

JA BIZPREP



U-Design-It



JA
BIZTOWN™

JA BizTown® BizPrep

Contents

In preparation for the JA BizTown on-site visit, each JA BizTown business team (not each business employee) receives this BizPrep Envelope of paperwork that is specific to the operation of their business. It is the responsibility of the business employees to complete all the paperwork prior to their simulation visit and organize it in an envelope or folder. (Note: There is one BizPrep Envelope for each JA BizTown business.) **If you have any questions relating to the completion of this paperwork, please contact Mia Moares (mia.moares@ja.org, 862-202-5645).** Pages include:

JA BizTown Business Envelope

If a pre-printed form is not provided to you, this form should be affixed to the front of a manila envelope or folder for carrying all necessary paperwork to JA BizTown.

U-Design-It Welcome Letter

This letter to the business CEO provides a checklist to be used during preparation for the on-site visit. It helps ensure that the business group has completed all required paperwork and tasks prior to the students' simulation visit to JA BizTown.

U-Design-It Business Costs Sheet

The Business Costs Sheet lists all employees, their salaries, their account numbers, and all operating expenses that must be paid by the business during the JA BizTown on-site simulation visit.

Bank Loan Application

The completed Loan Application will be taken to the Wells Fargo CEO, by the U-Design-It CEO, during Business Start-up time.

Promissory Note

The completed Promissory Note will be taken to the Wells Fargo CEO, by the business CEO, along with the completed Loan Application. The JA BizTown Attorney will review it.

BizBee News Newspaper Ad

The newspaper ad guidelines found on this document provide the business team with information necessary for the creation of their newspaper ad that is collected by the newspaper Ad Executive on the day of the simulation.

BiZNJ Radio Ad

The radio ad, written by the business team, is to be read over the air by the Disc Jockey sometime during the simulation visit. The ad will be collected by the radio Advertising Executive on the day of the simulation.

Community Assistance Center Philanthropy Pledge Sheet

This Pledge Sheet, if signed by all business members, signifies a business commitment of support to the JA BizTown non-profit organization.

U-Design-It Business Job Descriptions

These Business Job Descriptions give students the opportunity to review their JA BizTown responsibilities as a business team prior to their JA BizTown simulation visit.

JA BizTown® BizPrep

Envelope Checklist

Business Name _____

At school:

- Be sure you complete all documents in an envelope or folder and bring them with you on the day of your visit to JA BizTown.
- Complete and bring all Student Checkbooks with:
 - First deposit ticket completed.
 - First deposit register entry completed.
 - First check (\$1.50) for savings written (with matching check register entry).
- Bring all Student Voter Registration Cards (stapled to the back of the checkbook).
- Bring all Student Name Tags.
- Bring all letters written by citizens for mailing/delivery at JA BizTown.

At JA BizTown:

Volunteers, at the end of the day, please be certain that the following items are placed in this envelope and sent back to school.

- All student checkbooks
- Business Accounting Report (printed by the CFO)

Items that remain at JA BizTown:

- JA BizTown money
- Instructional displays, notebooks, etc.
- Uniforms, hats, vests, etc.
- Unsold goods

Note that all uniforms, hats, vests, etc. provided for the students to wear at JA BizTown are returned to their proper storage place.

**Thank You,
JA BizTown Staff**

JA BizTown® BizPrep

Welcome Letter

Dear CEO:

We are looking forward to your school's on-site simulation 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 checking account. Before long, you will be able to put your knowledge to work and hopefully, see success for both yourself and your business.

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Please use the checklist below to assure that all paperwork and tasks are completed.

- ___ The U-Design-It Business Costs Sheet has been completed and checked for accuracy.
- ___ The BiZNJ Radio Ad has been written clearly and legibly.
- ___ The BizBee News Newspaper Ad is completed neatly and correctly.
- ___ The Community Assistance Center Philanthropy Pledge Sheet (if your business decided to support charitable giving) is signed, indicating your business' pledge to support charitable giving.
- ___ Each employee has:
 - Written his/her name on the top left corner of every personal check and deposit ticket.
 - Written his/her account number on the bottom right corner of every personal check and deposit ticket.
 - Completed the first deposit ticket and first deposit entry in the checkbook register.
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We look forward to seeing you soon,

JA BizTown Staff
JA of New Jersey

Our business has prepared each of the above items: _____
CEO'S Signature

JA BizTown® BizPrep

U-Design-It Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 =	_____
CFO _____	_____	\$8.50	X 2 =	_____
Sales Manager 1 _____	_____	\$8.00	X 2 =	_____
Sales Manager 2 _____	_____	\$8.00	X 2 =	_____
Designer 1 _____	_____	\$8.00	X 2 =	_____
Designer 2 _____	_____	\$8.00	X 2 =	_____
Graphic Designer 1 _____	_____	\$8.00	X 2 =	_____
Graphic Designer 2 _____	_____	\$8.00	X 2 =	_____
Customer Service Rep _____	_____	\$8.00	X 2 =	_____
Total of All Salaries				\$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News, \$5 to BiZNJ Radio)	\$10.00
Taxes	(\$5 to City Hall for property & payroll taxes)	\$10.00
Lease	(\$8 to City Hall)	\$8.00
Health Care	(\$8 to Horizon Wellness Center)	\$8.00
Insurance	(\$2 to MetLife)	\$2.00
Supplies	(\$5 to UPS)	\$5.00
Philanthropy	(\$3 to Community Assistance Center)	\$3.00
Utilities	(\$13 to Phillips 66)	\$13.00
Consulting	(\$11 to Maser Consulting)	\$11.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$

BUSINESS INFORMATION

Business name: _____ Do you provide a good or a service? _____

EMPLOYEE INFORMATION (See *Business Costs Sheet* for this information.)

Number of employees: _____

Total of All Salaries: \$ _____

OPERATING COSTS INFORMATION (See *Business Costs Sheet* for this information.)

Total Operating Costs: \$ _____

LOAN AMOUNT REQUESTED

(Add employee salaries and operating costs together.) \$ _____

INTEREST AMOUNT

(Multiply 5% times the Loan Amount Requested.) \$ _____

TOTAL AMOUNT OWED

(Loan Amount Requested + Interest Amount) \$ _____

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

(Business CEO's Signature)

TO BE COMPLETED AT JA BizTown

Approved

Denied

(Bank CEO's Signature)

JA BizTown® BizPrep

Promissory Note

Date _____

The undersigned promises to pay Investors Bank the sum of \$ _____
(Total Amount requested)
plus interest at 5% per day on or before the close of business on _____
(Simulation date)

The undersigned waives demand and notice and, in the event of failure to pay in full on time, will pay all of the bank's costs of collection, including reasonable attorney's fee.

By: _____
(Business CEO Signature)

(Business Name)

JA BizTown® BizPrep

BizBee News Newspaper Ad

Business Name

The BizBee News newspaper published at JA BizTown will consist of articles and ads. Each business is responsible for determining the text and headline for their business advertisement. On the day of the visit, the newspaper staff will collect this advertisement from your business and lay out the pages using the information you provide below.

1. In the space below, write a headline for your business advertisement of no more than 40 characters (including spaces).

2. Using no more than 3 sentences, write below a descriptive advertisement for your business. Be creative!

JA BizTown® BizPrep

BiZNJ Radio Ad

Business Name

On the lines provided below, create a radio commercial for your business. A 30-second commercial is about 110 words. Print it clearly so that your advertisement can be read by the Disc Jockey at BiZNJ Radio.

Time: 30 seconds

JA BizTown® BizPrep

Philanthropy Pledge

Good citizens are people who accept their share of responsibility for making their community at JA BizTown a better place.

Across America, individuals may demonstrate their citizenship by donating their time, skills, and money to charitable organizations. Here at JA BizTown, student citizens have the opportunity to donate money to a worthy JA BizTown nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

**MY EMPLOYEES ARE
AWARE OF THE
MISSION OF THE
NON-PROFIT ORGANIZATION AND ITS PURPOSES.
WE PLEDGE OUR FINANCIAL SUPPORT.**

CEO's Signature: _____

Employees' Signatures: _____

JA BizTown® BizPrep

U-Design-It Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Obtains credit union loan. 2. Signs Lease Agreement for business space. 3. Signs all business payroll and expense checks. 4. Make business operational decisions. 5. Prepares and gives speech at the Opening Town Meeting. 6. Assists with all business duties when employees are on break. 7. Works with employees to determine prices of products. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Inputs employee payroll information. 2. Prints and distributes employee payroll checks. 3. Prints and distributes business expense checks. 4. Keeps all records of business expenses and payments. 5. Makes business deposits at the credit union. 6. Signs business checks if CEO is unavailable.
<p style="text-align: center;">SALES MANAGER</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Prepares sales area with product display. 3. Greets customers, assists them with sales, and accepts payment checks for sale of products. 4. Forwards payment checks to CFO for deposit. 5. Assists in preparing posters and fliers for product advertising. 	<p style="text-align: center;">Graphic Designer</p> <ol style="list-style-type: none"> 1. Speak to businesses about what advertisements they would like. 2. Create custom business signs for businesses. 3. Assist Sales Manager with selling retail items.
<p style="text-align: center;">CUSTOMER SERVICE SPECIALIST</p> <ol style="list-style-type: none"> 1. Meets with business CEOs to determine what type of marketing materials they would like to purchase. 2. Works with the Designer and Graphic Designer to produce business signs using the businesses slogan or catch phrase. 3. Delivers products to CEOs and checks with them on satisfaction. 4. Assists Sales Manager in greeting customers and assisting with sales. 	<p style="text-align: center;">DESIGNER</p> <ol style="list-style-type: none"> 1. Works with CEO to determine product prices. 2. Create and sell business cards to customers. 3. Maintain the display of retail items so customers are drawn to your business. 4. Help your colleagues with any additional responsibilities.