

JA BIZPREP



Community
Assistance
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/folder for carrying all necessary paperwork to JA BizTown.

Community Assistance Center Welcome Letter

This letter to the business Non-Profit Director 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.

Community Assistance Center 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 Community Assistance Center Non-Profit Director, 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.

Community Assistance 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.

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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**

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Welcome Letter

Dear Non-Profit Director:

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 Community Assistance 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 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

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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)

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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)

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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!

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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

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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 style="text-align: center;">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 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 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 style="text-align: center;">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 style="text-align: center;">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. Manager 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.