

JA BizTown® BizPrep Table of Contents

In preparation for the on-site visit, each *JA BizTown* business team (not each business employee) will receive a BizPrep packet of paperwork that is specific to the operation of its business. It will be the responsibility of the business employees to complete all the paperwork prior to their visit.

This section of the Curriculum Guide includes samples of the necessary paperwork that will be completed and then organized in a BizPrep Envelope. (Note: there will be one BizPrep Envelope for each *JA BizTown* business.) If you have any questions relating to the completion of the paperwork, please contact a *JA BizTown* staff member. Pages include:

BizPrep Business Envelope**BP-3**

Pre-printed envelopes are provided. The BizPrep Envelope is business specific and is used for carrying all necessary paperwork to *JA BizTown*.

BizPrep Welcome Letter**BP-4**

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*.

JA BizTown Business Costs Sheet**BP-5**

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 day.

JA BizTown Loan Application**BP-6**

The completed Loan Application will be brought to the *JA BizTown* Bank CEO, by the business CEO, during Business Start-up time.

JA BizTown Promissory Note**BP-7**

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

JA BizTown Newspaper Ad**BP-8**

This document outlines the guidelines for the business newspaper ad and is collected by the newspaper Advertising Executive on the day of the simulation.

JA BizTown Radio Ad**BP-9**

The Radio Ad, written by the business, provides an ad to be read over the air by the Disc Jockey. The ad will be collected by the Radio Advertising Executive on the day of the simulation.

JA BizTown Web Page Ad**BP-10**

The Web Page Ad, to be collected by the Web Design Advertising Executive on the day of the simulation, provides guidelines for the business's web page design.

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JA BizTown Business Logo**BP-11**

The Business Logo, to be assigned by the CEO on the day of the simulation, provides signage for the business's in JA BizTown.

JA BizTown Philanthropy Pledge Sheet**BP-12**

This form, if signed by all business members and brought to *JA BizTown*, signifies a business commitment of support to the *JA BizTown* nonprofit organization.

JA BizTown Business Job Descriptions**BP-13**

These Business Job Descriptions will give students the opportunity to review their responsibilities as a business team.



JA BizTown® BizPrep Welcome Letter

Dear Business 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 Envelope. 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. There are also several tasks to be completed in preparation for your visit. Please use the checklist below to assure that all paperwork and tasks are completed.

_____ The Business Costs Sheet has been completed and checked for accuracy.

_____ The Loan Application has been completed and is ready to be taken to the Bank.

_____ The Promissory Note has been completed and is ready to be taken to the Bank.

_____ The Radio Ad has been written clearly and legibly.

_____ The Newspaper Ad is completed neatly and correctly.

_____ The Web Page Ad is completed and written clearly and legibly.

_____ The Business Logo is completed neatly and clearly.

_____ The Philanthropy Pledge Sheet has been signed, indicating your pledge to support a nonprofit organization (if your business decided to donate).

_____ 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 **using Net pay** and \$2 cash back, and first deposit entry in the checkbook register.
- written the check to the Bank for \$1.50 to open their personal savings account, and recorded the entry in their checkbook register.

_____ Each employee has a name tag, with name & business name.

_____ Each employee has a friendly letter, correctly addressed, and ready to purchase a *JA BizTown* stamp for mailing during your visit.

_____ Each business has written a letter to the editor of a change they would like to see happen.

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

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



JA BizTown® BizPrep Sample Business Cost Sheet

Citizen Job Title & Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 = _____	
CFO _____	_____	\$8.50	X 2 = _____	
_____	_____	\$8.00	X 2 = _____	
SAMPLE ONLY, PLEASE USE				
INDIVIDUAL COST SHEETS				
PROVIDED IN				
THE SHOP ENVELOPES				
_____	_____	\$8.00	X 2 = _____	
_____	_____	\$8.00	X 2 = _____	
_____	_____	\$8.00	X 2 = _____	
_____	_____	\$8.00	X 2 = _____	
_____	_____	\$8.00	X 2 = _____	
_____	_____	\$8.00	X 2 = _____	
Total of All Salaries				\$ _____

OPERATING COSTS

Advertising	(\$4 to Radio Station, \$8 to SHARP Print Center)	\$12.00
Taxes	(\$8 to City Hall for property/payroll taxes)	\$8.00
Health Care	(\$4 to PMCH Wellness Center) (Insurance)	\$4.00
Misc. Shipping exp.	(\$5 to FedEx) City Hall, Lilly & Radio only	\$5.00
Rent	(\$8 to Leasing Agent/ City Hall)	\$8.00
Supplies	(\$5 to FedEx Delivery)	\$5.00
Philanthropy	(\$2 to nonprofit at AES Indiana)	\$2.00
Utilities Electric	(\$5 to AES Indiana for electricity) Varies	\$5.00
Utilities Water	(\$5 to Citizens Energy for water usage)	\$5.00
Security	(\$5 to ADT for security system)	\$5.00
Membership Fee	(\$2 to trueU)	\$2.00

Total Operating Costs \$ _____

Total Business Costs (Salaries plus Operating Costs)

\$ _____



JA BizTown® BizPrep Loan Application

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

(Total Amount Requested + Total 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's Signature

Business Name

Verified: (signed at *JA BizTown*)

Attorney Signature

JA BizTown® BizPrep Newspaper Ad

Business Name

The newspaper published at *JA BizTown* will consist of articles and ads. Each business is responsible for determining the text and headline for its 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 150 characters (20-25 words), write below a descriptive advertisement for your business. Be creative!

Remember, good advertisements:

- Grab our attention,
- Hold our interest,
- Create a desire for the product, and
- Obtain an action to purchase the product



**JA BizTown® BizPrep
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.

- Remember, good advertisements:
- Grab our attention,
 - Hold our interest,
 - Create a desire for the product, and
 - Obtain an action to purchase the product

Time: 30 seconds



**JA BizTown® BizPrep
Web Page Ad**

Business Name _____

Create an informative slogan for your business.

About Us

List Products/Services Offered (Fill in at JA BizTown)

**JA BizTown® BizPrep
Business Logo**

Business Name _____

A Business Logo is a unique symbol or design that represents your business. This will be displayed outside your business...Create your business logo in the space provided below and place it in your envelope.

JA BizTown® BizPrep Philanthropy Pledge Sheet

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

Across America, individuals may demonstrate their citizenship by donating their wealth, wisdom and work to organizations. At *JA BizTown*, citizens have the opportunity to donate to a worthy *JA BizTown* nonprofit organization.

PHILANTHROPY PLEDGE

(Business Name)

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

CEO's Signature: _____

Employees' Signatures: _____

