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

==========================================================================================================

Our business has prepared each of the above items: ____________________________________________

CEO’S Signature
# JA BizTown® BizPrep
## Sample Business Cost Sheet

<table>
<thead>
<tr>
<th>Citizen Job Title &amp; Name</th>
<th>Account #</th>
<th>Salary</th>
<th>Periods</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO</td>
<td></td>
<td>$9.00</td>
<td>X 2</td>
<td>______</td>
</tr>
<tr>
<td>CFO</td>
<td></td>
<td>$8.50</td>
<td>X 2</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$8.00</td>
<td>X 2</td>
<td>______</td>
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<td>X 2</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$8.00</td>
<td>X 2</td>
<td>______</td>
</tr>
</tbody>
</table>

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) $ ____________

---

Sample only, please use individual cost sheets provided in the shop envelopes.
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)
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
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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Business Name ____________________________________________________________

Create an informative slogan for your business.

________________________________________________________________________

________________________________________________________________________

About Us

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________
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.
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.**

CEOs Signature: ____________________________

Employees’ Signatures: ____________________ ____________________

__________________________ __________________________

__________________________ __________________________

__________________________ __________________________

__________________________ __________________________

__________________________ __________________________

__________________________ __________________________