

JA BIZPREP



**BIZNJ
Radio**



**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.

BiZNJ Radio 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.

BiZNJ Radio 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 Biz NJ Radio 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.

BiZNJ Radio 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 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**

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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 BiZNJ Radio 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 a check for \$1.50 to open their personal savings account at a bank 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

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BiZNJ Radio Business Cost Sheet

Student Name	Account #	Salary	Periods	Salary
CEO _____	_____	\$9.00	X 2 =	_____
CFO _____	_____	\$8.50	X 2 =	_____
Ad Executive 1 _____	_____	\$8.00	X 2 =	_____
Ad Executive 2 _____	_____	\$8.00	X 2 =	_____
DJ/Sound Engineer 1 _____	_____	\$8.00	X 2 =	_____
DJ/Sound Engineer 2 _____	_____	\$8.00	X 2 =	_____
Reporter 1 _____	_____	\$8.00	X 2 =	_____
Reporter 2 _____	_____	\$8.00	X 2 =	_____

Total of All Salaries \$ _____

OPERATING COSTS

Advertising	(\$5 to BizBee News)	\$5.00
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)

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Promissory Note

Date _____

The undersigned promises to pay 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)

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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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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: _____

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BiZNJ Radio Job Descriptions

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Signs Lease Agreement for business space. 2. Learns to operate sound equipment. 3. Substitutes for the DJ when he/she is on break (if necessary). 4. Supervises employees and oversees all business operations. 5. Signs all business payroll checks. 6. Writes an editorial and reads it on the air during the day. 7. 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 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. Signs business checks if CEO is unavailable.
<p style="text-align: center;">AD EXECUTIVE</p> <ol style="list-style-type: none"> 1. Collects Ads from each JA BizTown business. 2. Reviews and edits Ads to be read on the air. 3. Forwards Ads to the DJ for scheduling and reading. 4. Sends a bill to all businesses for their radio ad. 5. Accepts song requests and shout-outs and enters purchases in the POS computer. 6. Gives song requests to the DJ to be read. 	<p style="text-align: center;">REPORTER</p> <ol style="list-style-type: none"> 1. Interviews JA BizTown citizens for news stories. 2. Writes news stories using the reporter guidelines. 3. Forwards news articles to CEO for review and approval. 4. Forwards approved news stories to DJ to be read on air. 5. Works in close partnership with the Ad Executive, assisting as needed. 6. Accepts song requests and shout-outs and enters purchases in the POS computer. Gives song requests to the DJ to be read.
<p style="text-align: center;">DJ/SOUND ENGINEER</p> <ol style="list-style-type: none"> 1. Learns to operate sound equipment. 2. Selects music for airtime. 3. Completes scheduling of on-air Broadcast Log. 4. Receives all song requests and shout-outs and plays the requests on the air. 5. Presents clearly and slowly all news items, Ads, announcements, weather and the day's schedule when on the air. 	