



**At school:**

Place the following items in this envelope to bring with you on the day of your visit to *JA BizTown*:

- BizPrep paperwork containing all completed forms:
  - \_\_\_ Business Costs Sheet                      \_\_\_ Newspaper Ad
  - \_\_\_ Loan Application                            \_\_\_ Radio Ad
  - \_\_\_ Promissory Note                            \_\_\_ Web Page Ad
  - \_\_\_ Philanthropy Pledge Sheet
- Student name tags listing name, job title, and business name
- Student Checkbooks with first deposit ticket and register entry completed and the first check (\$1.50) for savings written (with matching check register entry)
- Voter Registration Card (stapled to the back of the checkbook)
- Letters citizens wrote for mailing / delivery at *JA BizTown*
- Pencils for each employee

**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
- All forms that were completed on-site as part of business operation
- Business Accounting Report (printed by the CFO)
- Pencils (if students brought their own)

**Items that remain at *JA BizTown*:**

- JA BizTown* money
- Instructional displays, notebooks, etc.
- Unsold goods

**Please also be certain that all uniforms, hats, vests, etc. provided for the students to wear are returned to their proper storage place.**

Thank You,  
*JA BizTown* Staff