

# City Hall Non-Profit Director

As the Non-Profit Director, you will share office space in City Hall. The money that you need to operate comes from the donation of a local foundation. The money you raise from the philanthropic gift of JA BizTown citizens and businesses will help support a worthwhile charitable project in the community.

## 1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #17**. A teacher will be at the cart if you need assistance. Log into to the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

## 2. Read Your Non-Profit Notebook

Before the Pledge of Allegiance, read about the various charitable projects in JA BizTown that your non-profit agency will support in the voting process today. You will find this information in the “**Non-Profit Notebook**”.

## 3. Non-Profit Application

Meet with the Deputy Mayor. Request an **Application for 501(c)(3) Status** form. Complete the application and hang the approved application on the City Hall bulletin board in the space provided. (Be sure to have the Attorney sign the form before posting it.)

## 4. Deliver Donation Containers

After the Pledge of Allegiance, deliver a donation container to each business. This is for employees to make personal cash donations that will go to the charity that is being voted on today.

## 5. Billing



Each business has agreed to pay \$2.00 to place the donation jar in their business to raise money for the charity you are voting on today.

- Using your iPad (in the BizTown Simulation app) and the **Non-Profit Director Philanthropy Checklist**, send an **eBill** to each JA BizTown business (except City Hall).
- Tap on the “**Get Business Donations**” tab on the left-hand side of the iPad.
- Tap on “**Create New Invoice**” in the lower right-hand corner on the screen and fill in the required fields.
- Send an eBill to each business. **The fee for each invoice/bill is \$2.00**. There is only one option to choose for “**Reason**” and “**Message**”.
- Use your checklist to check off when you have sent each bill.

## 6. Prepare Opening Speech



During the **Opening Town Meeting**, you will read your **opening speech** (under the red PDF Expert app on your iPad). Practice the speech with a parent volunteer before the Opening Town Meeting. Bring the iPad to the meeting with you.

## 7. Donation/Fundraising Goal

Ask the Mayor for today's population count (after the Mayor has completed the Census). Determine your donation goal for the day by multiplying today's JA BizTown population by **\$0.25**. Write this amount on the Black Signboard.

## 8. Philanthropy Pledge Sheet

Using the **Non-Profit Director Philanthropy checklist**, visit each business and ask the **CEO** for their business Philanthropy Pledge Sheet from their BizPrep packet. As you collect each pledge sheet, remember to put an "X" in the "collected pledge sheet" column for that business on the **Non-Profit Philanthropy Checklist**.

## 9. Non-Profit Director Grant Checklist



Review and become familiar with the **Non-Profit Director Grant Checklist on your iPad**. Visit the CEOs listed at the time that is suggested for a meeting with them, to see if they are making progress towards meeting their goals for the day. Fill out the checklist on your iPad and share it with a *JA Staff person* when you are finished.

## 10. Philanthropy Certificate

After you have collected all the pledge sheets, prepare a **Philanthropy Certificate** for each business that gave you a **Philanthropy Pledge Sheet**. Deliver the certificates to the business CEOs. Encourage them to hang it on their bulletin board.

## 11. Grant Applications



At any time **after 11:00 am**, use your iPad and look at the **Grant Applications** submitted to you by other businesses.

- Tap on the **Grant Application Spreadsheet** icon on your iPad home screen.
- Complete a paper **Award Letter** for each business.
- Let the businesses know that their Grant was approved by delivering their **Award Letter** to the CFO.
- Inform them that their grant money will go into their business account at the yellow shopping break.
- If time permits, fill out the "large" check with a dry erase marker and present it to **ONE** of the businesses of your choosing with the Award Letter. Let the Reporter in TV know that you are doing this so that they can video the check presentation. This is a great photo/video opportunity.

## 12. Collect the Donation Containers

**At the end of the day**, during the **GREEN afternoon shopping break**, use the large plastic tub and collect the donation containers from each business. Mark a "X" in the

column labeled “Collected Container” on the **Non-Profit Director Philanthropy Checklist**. Return to your office with the donation containers.

### 13. Count the Money

Empty the money from the containers, count all the donations, and give the money to the CFO to deposit. The CFO will need to know the total **number** of dollars and quarters (not the dollar value).

### 14. Prepare Closing Speech



Prepare your **Closing Town Meeting Speech** (under the red PDF Expert app on your iPad). You will read this at the Closing Town Meeting. A JA Staff person will let you know which charity received the most votes so you can add this to your speech.

### 15. Clear Forms



Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad**. Take your iPad and give it to the teacher stationed at the iPad carts.

### 16. Clean Up

Assist with business clean up at the end of the day.