

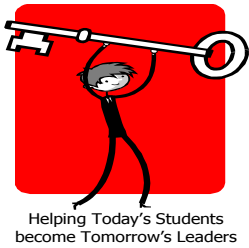
KIDBIZ Young Entrepreneurs

Entrepreneurial Concepts and Life Skill Program

After School Program Enrollment Packet Checklist

Please make sure you have reviewed, completed and signed **ALL** of the following documents to ensure your student's proper enrollment status.

- Student Information Form
- Parent Information Form
- Parent Permission Student Pick-Up Form
- Program Waiver / Permission to Treat
- Media Waiver / Press Clearance
- Participant Contracts (STUDENT PARENT)
- Payment Requirements
- Program Agreement
- Course Description



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After School Program Student Information Form

Please complete the following information:

Student Name _____
(Last) (First) (Middle)

Date of Birth ____ / ____ / ____ Age: ____ Grade: ____ Gender: ____
mm dd yyyy

School Name: _____

Home Address _____

City, State, Zip _____

Home Phone _____

Cell Phone _____

Email Address _____

Student's hobbies, skill or interests: _____

List any other programs or organizations that the student belongs to: _____

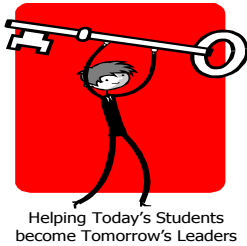
Does the student have any allergies? Y / N
If yes, please describe/explain: _____

Is the student currently taking any medications? Y / N
If yes, please describe/explain: _____

Does the student have any medical conditions? Y / N
If yes, please describe/explain: _____

Emergency Contact Person: _____

Relationship to student: _____ Phone Number: _____



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After School Program Student Pick-Up Form

SECTION I

For your student's safety, he / she can only be allowed to leave the program with **YOU** (the person enrolling the child) or the **PERSONS YOU HAVE LISTED BELOW (MUST SHOW PICTURE ID)**

My student, _____, has my permission to leave the KIDBIZ Program with the following people **ONLY**:

- 1 _____
- 2 _____
- 3 _____

Parents should come into the building to the classroom to pick up their student. A parent with a disability or for other reasons is unable to walk up the stairs may send in a designated person from the list.

Due to liability reasons, MBA is unable to transport students to and from the program at this time. Transportation may be provided by MBA for field trips only.

SECTION II

A person **NOT** listed may pick up your child in an emergency when:

- 1 You have told the program staff in person or by phone that the person is coming to pick up the child **(MUST SHOW PICTURE ID)**

AND

- 2 You send a signed and dated note with that person authorizing the release of the child **(MUST SHOW PICTURE ID)**

SECTION III

If your student has your permission to transport his or her self (bus, biking, driving or walking) to and from the program, check here

Name of Parent / Guardian _____

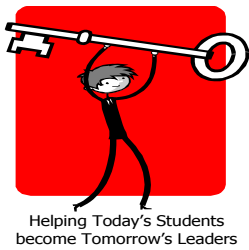
Address _____

Email Address _____

Home Phone _____ Cell Phone _____

Work Phone _____

Signature of Parent _____ Date _____



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After School Program Waiver / Permission to Treat

The parent and student agree with MBA on the following:

The student's participation in the program is a voluntary and the student assumes all risks and responsibilities concerning their participation in the program, including any activities outside the class such as field trips, fundraising events and/or community service projects.

The parents and student consent to the employees and staff of MBA rendering BASIC FIRST AID treatment to the student during the course of the program, if necessary including but not limited to classroom activities, field trips or transportation to and from program events.

It is understood that the individual taking action in the treatment of a student shall notify the parent or guardian as soon as possible and shall not delay in obtaining any necessary medical treatment while seeking to notify that parent or guardian.

The parent and student authorize all physicians and other medical care providers to provide treatment to the student in accordance with the Minority Business Alliance. The parent or guardian is solely responsible for the cost of the medical treatment.

In consideration of the student's participation and acceptance in the program, the student and their parent or guardian agree that MBA is not liable for any illness, injury, damage to property or any other consequence, directly or indirectly, related to the student's participation in the program.

The student agrees to abide by the appropriate rules, regulations and classroom policies of the KIDBIZ program. Failure to do so may result in the student's inability to continue in the program.

I have read and understand the contents of the Minority Business Alliance Program Waiver and I agree to abide by the terms and conditions as stated.

Name of Parent / Guardian _____

Signature of Parent / Guardian _____ Date _____

Name of Student _____

Signature of Student _____ Date _____

Physician Name _____

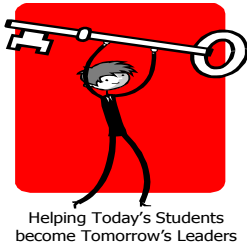
Physician Phone _____

Hospital _____

Health Care Provider _____

Emergency Contact Name _____

Phone _____ Relation to Student _____



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After School Program Media Waiver / Press Clearance

I understand that my child, _____'s
(Child's Name)
information is available and accessible and may be used in the publication of press releases, news articles, websites, brochures and/or other such media as used by the Minority Business Alliance for their promotional materials.

_____ I, _____, give permission to the Minority Business Alliance of Southwest Michigan to use my child's information in the publication of informational materials and/or for promotional purposes such as press releases, news articles, websites, brochures, fliers and other such media.

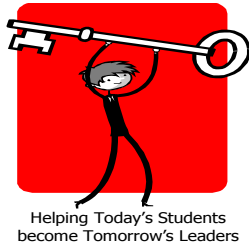
_____ I, _____, **DO NOT** give permission to the Minority Business Alliance of Southwest Michigan to use my child's information in the publication of informational materials and/or for promotional purposes such as press releases, news articles, websites, brochures, fliers and other such media.

_____ I understand that my child may appear in pictures taken during class and I give consent for the MBA to use such photos in effort to promote the KIDBIZ Program

Parent Name

Parent Signature

Date



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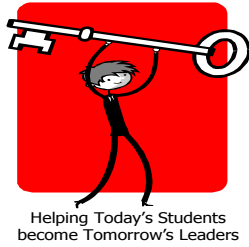
After School Program Participation Contract

As a participant in the KIDBIZ Entrepreneurial Concepts Program, I agree:

- 1 To attend each session
- 2 To be on time for each sessions
- 3 To stay the entire length of each session
- 4 To respect the opinions of trainers, presenters and other participants
- 5 To not detract attention from person(s) participating
- 6 To participate the fullest in each session
- 7 To abstain from the use of alcohol and drugs
- 8 To abstain from the use of profanity
- 9 To abstain from carrying any illegal weapons
- 10 To be willing to sit down with others and resolve any conflicts that may arise in a mature and professional manner

Participant Signature _____ Date _____

Parent Signature _____ Date _____



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Parent Participation Contract

The MBA asks that all parents participate in the KIDBIZ program. In addition to reviewing homework and class work with your child, we require parent involvement in the following areas:

- Volunteer for one class session
- Go on a Field Trip with the class
- Provide snacks for one class session
- Assist in our community service program
- Assist in our fund raising efforts
- Assist in our recruitment efforts
- Assist with our end of the semester event (graduation/business plan competition)

Please select **at least one** of the areas listed above. Feel free to choose more than one area if you so desire. ***Your involvement is required for your child's graduation.*** You will be scheduled and given advance notice of your day(s) to participate.

It is important for you as the parent / guardian to be involved with your child's education. Learning as a family is one of the best ways to connect with your child and to boost their ability to succeed.

The resources available to your child are also available to you as well. If there are needs to be met within your family, please let a staff member know and we will help point you in the right direction. Seeing your family succeed is our number one goal.

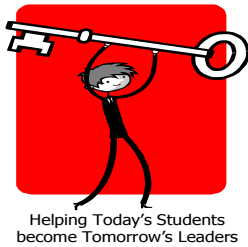
I have read and agree to the above statements.

Parent Signature

Date

The best way to contact me is via: **phone** **email** **US Postal Service**

Number or address: _____



KIDBIZ Young Entrepreneurs

Entrepreneurial Concepts and Life Skill Program

After School Program Payment Requirements

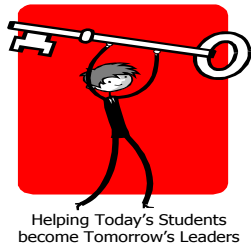
The KIDBIZ After School Program is free of charge to those families who fall at or below the federal income poverty guidelines. Please refer to the following table.

2009 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family	Poverty guideline
1	\$10,830
2	14,570
3	18,310
4	22,050
5	25,790
6	29,530
7	33,270
8	37,010
<i>For families with more than 8 persons, add \$3,740 for each additional person</i>	

- For those families that earn more than the above required income, the cost of tuition for the KIDBIZ Young Entrepreneurs After School Program is **\$200.00** (the cost of tuition includes breakfast and lunch 4 days a week for 6 weeks).
- If you sign up as a parent volunteer participating at least one day per week for the length of the program, \$50.00 will be returned to you upon your child's successful completion of the program.
- Tuition can be paid by Master Card, Visa, American Express, Discover, Money Order, Certified Check or Cash. **No Personal Checks will be accepted.**
- Half of the tuition is due before the start of the After School Program with the second half being paid no later than the 3rd week of the After School Program. If paying by credit card, full payment is due before the start of the program.

I have read and agree to the terms mentioned above

Parent / Guardian _____ **Date** _____



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After School Program Agreement

The Minority Business Alliance has put forth great efforts in the planning and implementation of this exciting program and we need the support from the parents of the youth attending the class to commit to their youth being in the classroom learning the various concepts and doing their homework assignments. Working together with the parents will further guarantee the success of the student.

Therefore, MBA requests that each parent agrees to the above information and that if their child fails to complete the class they will be billed **half** the cost of the class session which is **\$100.00**. This applies to parents of students who qualify for discounted or free tuition as well. If your child does complete the class, there will be no additional charge for him or her to participate.

I / We, _____, the
parent(s) of _____,

agree to reimburse the Minority Business Alliance the amount of **\$100.00** in the event my child does not complete the KIDBIZ Young Entrepreneurs After School Program.

Parent Signature

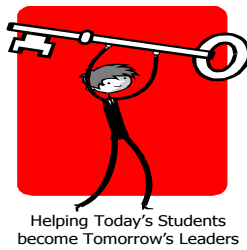
Date

Address

City, State, Zip

Home Phone

Cell Phone



KIDBIZ Young Entrepreneurs

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I went over the following information

I went over the following information

Parents Initials

After School Program Course Description

Student Initials

KIDBIZ students are given 16 weeks of business training and life enrichment skills to build character and to prepare them to deal with various issues of life. The National Foundation for Teaching Entrepreneurship (NFTE) curriculum is designed to cultivate student's interest in business and entrepreneurship while reinforcing academic competencies in mathematics, reading comprehension and writing, while strengthening public speaking, team building and critical thinking skills.

During the class, students will acquire the basic skills, knowledge and information needed to start a small business venture with a community project and mentorship component. Each student will finish with a completed business plan designated for their age level. A graduation and youth business expo will be planned to display and/or launch their businesses. **Please look over this with your child(ren) to become acquainted with the program content and initial at the top.**

Textbook – "How to Start and Operate a Small Business" 10th Edition by Steve Mariotti with Tony Towle, published by the National Foundation for Teaching Entrepreneurship (NFTE)

How to Start and Operate a Small Business

Basic Module: Starting Your Business

Unit 1 — What Is an Entrepreneur?

1. What is Entrepreneurship?
2. The Building Blocks of Business: The Economics of One Unit of Sale
3. Return on Investment: Evaluating Education, Work, and Business
4. Opportunity Recognition
5. Characteristics of the Successful Entrepreneur
6. Supply and Demand: How Free Enterprise Works

Unit 2 — What Business Would You Like to Start?

1. Inventions and Product Development
2. Selecting Your Business: What's Your Competitive Advantage?
3. The Costs of Running a Business
4. What is Marketing?
5. Market Research

Unit 3 — Show Me the Money! Tracking Costs and Cash

1. Keeping Good Records
2. Income Statements: The Entrepreneur's Scorecard
3. Financing Strategy: Borrow or Sell?
4. Negotiation: Achieving Goals through Compromise
5. From the Wholesaler to the Trade Fair: a Real-Life Business Experience

Basic Business Plan

Intermediate Module: Operating Your Business

Unit 4 — Marketing: Who Are Your Customers? What Will They Buy?

1. Defining Your Business, Mission, and Tactics
2. Developing Your Marketing Mix
3. Advertising and Publicity
4. Break-Even Analysis: Can You Afford Your Marketing Plan?

Unit 5 — Selling, Customer Service, Communication

1. Principles of Successful Selling
2. Customer Service

3. Math Tips to Help You Sell and Negotiate
4. Business Communication

Unit 6 — Operating a Small Business

1. Sole Proprietorships and Partnerships
2. Manufacturing: from Idea to Product
3. The Production/Distribution Structure
4. Quality: the Source of Profit
5. Effective Leadership: Managing Yourself and Your Employees
6. Technology: Science Applied to Business

Intermediate Business Plan

Advanced Module: What You Need to Know to Grow

Unit 7 — Financing Your Business

1. Sources of Capital
2. Corporations: Limiting Liability
3. Stocks: Selling Ownership to Raise Capital
4. Bonds: Issuing Debt to Raise Capital
5. The Balance Sheet: a Snapshot of Your Financial Strategy
6. Venture Capital

Unit 8 — Building Strong Business Relationships

1. Contracts: The Building Blocks of Business
2. Socially Responsible Business and Philanthropy
3. Small Business and Government
4. Building Good Personal and Business Credit

Unit 9 — Protecting Your Business

1. Cash Flow: the Lifeblood of a Business
2. Protecting Intellectual Property: Your Ideas Have Value
3. Ethical Business Behavior
4. Taxation and the Entrepreneur
5. Insurance: Protection from Disaster

Unit 10 — Creating Wealth

1. Franchising and Licensing: the Power of the Brand
2. International Opportunities
3. Investment Goals and Risk Tolerance
4. Investing for a Secure Future
5. Exit Strategies: Creating Wealth

Advanced Business Plan