As the Non-Profit Director, you will share office space in City Hall. This sharing of space saves all of you money on business operating expenses. The money you need for operation comes from the donation of a local foundation. The money you are able to raise from the philanthropic gifts of JA BizTown citizens and businesses will help support a worthwhile charitable project in the community. The City Hall CFO (Town Treasurer) will handle the accounting for the Non-Profit.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone’s help before it opens.

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

3. Meet with the Deputy Mayor. Request an Application for 501(c) 3 Status. 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. After the pledge, deliver the donation containers to each business. This is for their employees to make personal donations to the charity that you are voting on today.

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

6. 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 $.25. Write this amount on the Signboard.

7. 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 each column (collected pledge sheet) for that business on the Non-Profit Philanthropy Checklist.

8. 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.

9. **At the end of the day,** during the GREEN afternoon shopping break, collect the donation containers from each business. Mark an “X” in the column labeled “Collected Container” on the Philanthropy Checklist.

11. Return to your office with the donation containers.
12. Empty the money from the containers, count all the donations, and give the money to the CFO for deposit. The CFO will need to know the Total # of Dollar Bills and the Total # of Quarters (not the dollar value).

13. Complete the Philanthropy Report on the Closing Town Meeting Speech (Green paper in your folder) by recording the total fundraising goal and the total amount of donations received from the businesses.

14. You will read the Philanthropy Report at the Closing Town Meeting. Practice reading the report out loud with the volunteer facilitator working in your business.

15. Assist with business clean-up at the end of the day.
Good morning, my name is _________________________________.

(your name)

I am JA BizTown’s Non-Profit Director.

Today in City Hall, you can vote to decide which non-profit receives the charitable contributions collected today. The non-profits are:

The Cancer Patient Help Fund gives cancer patients the assistance they need and peace of mind they deserve during treatment. They provide assistance with daily living expenses like rent, utilities, and food for cancer patients in our area.

The York County SPCA is a non-profit organization that houses and cares for lost or unwanted animals, such as dogs, cats, rabbits, gerbils, birds, and reptiles.

The Salvation Army provides hunger relief, disaster relief, rehabilitation centers, and a children's programs. Their family service programs help families and needy individuals with emergency food, soup kitchens, and housing assistance.
Good afternoon, my name is __________________________.

(your name)

I am the Director of JA BizTown’s Non-Profit organization.

I am happy to report that JA BizTown businesses and our individual citizens were very generous today in the amount of their donations. As you know, the non-profit groups we are supporting today are:

The Cancer Patient Help Fund

The Salvation Army

S.P.C.A.

Our fund raising goal was $___________. The actual funds raised today were $___________. The organization that received the most support in our voting process is __________________________.

Thank you to all JA BizTown citizens for being generous today, and benefiting our community!