

2016 JA Ethics Luncheon

**Memo of Understanding Between  
Junior Achievement of Upstate SC and Participating Schools**

RE: Requirements for participation in the 2016 Junior Achievement of Upstate SC Ethics Luncheon

**Please return no later than 10/21 by email or fax: [susan.spencer@ja.org](mailto:susan.spencer@ja.org) or 864-244-4208.**

By signing this document **Junior Achievement** commits to the following:

1. To provide each school with seats at the luncheon free of charge for 10-15 participating students (depending on school size), one teacher/chaperone, one principal or principal's designee;
2. To provide each school with additional seats for students and/or staff at a cost of \$20 per person and depending on availability;
3. To submit essays from each school to the Business Ethics Essay Contest Selection Committee for selection of the essay from each topic that best exemplifies the process of ethical decision making;
4. To provide the media sponsor(s) with necessary information about the essay contest winners for publication of excerpts of the student essays and photos;
5. To provide winning students with awards and recognition at the event;
6. To provide support to each designated school liaison.

By signing this document each **Participating High School** commits to the following:

1. To administer the essay contest to the students in a way that is most beneficial for its students;
2. To select the designated number of student and faculty attendees for the luncheon (one chaperone per ten students please) based on the criteria that are most beneficial for its students;
3. To ensure that every student attending the luncheon participated in the essay contest;
4. To submit essays in each of the topics your students choose to write about by **Tuesday, November 1 at 5:00 pm**. Essays must be sent via email in MSWord, **500 word maximum**, no minimum.
5. To email or fax **names of all student and staff attendees for the luncheon by Tuesday, November 29**.
6. To provide transportation for all participating students and school staff. **(If this precludes the possibility of a school's participating, please contact the JA office: 864-244-4017.)**

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By signing this Memo of Understanding, the representatives agree to the commitments described above:

Junior Achievement Representative: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_

Authorized School Representative: \_\_\_\_\_ Position \_\_\_\_\_

Name of School: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_

School Liaison for this program: \_\_\_\_\_ Position \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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