

## Checklist for Contributing School

We are pleased to confirm the BusinessNZ Challenge will be held at \_\_\_\_\_ from:  
.....to .....

To ensure a successful experience for your school, here is a checklist of things that need to be done, in time sequence, from now until the programme date.

### TO BE COMPLETED NOW

Teaching staff	Completed
Arrange release for liaison teacher from school time commitments on the morning of the first day (this is a minimum only; it is a great help if they can stay the entire three days with the programme. If this is not possible, visits to check on your students' progress during non-contact time would be appreciated). This may include organising teacher relief for the assigned liaison teacher.	
Students	Completed
Identify students who would benefit from the programme. Students need to have a good grasp of the English language and none should have completed this programme previously. The programme is most effective if the students come from a range of subject and ability backgrounds, especially those who have few opportunities to experience the world of business. It is NOT necessary for them to be business / commerce students.	

### FOUR TO SIX WEEKS PRIOR TO THE PROGRAMME

Students	Completed
Select and brief students on the objectives and expected outcomes for the programme. A briefing sheet is enclosed or downloadable for our website <a href="http://www.yetrust.co.nz">http://www.yetrust.co.nz</a>	
Students complete the application form. A master copy of the application form is included in this pack. Send the completed application forms, a week prior to the programme, to your host school coordinator. It is important that students complete this application form because it helps to increase their interest.	
Ensure that students enrolled <b>have no other commitments during the three days</b> and are able to attend for the entire programme. Our policy is that there are no new participants after Day One, unless there are exceptional circumstances. Make sure that you have a list of reserves who you can call on if there is an emergency and you need to make a replacement.	
School, Staff and Board of Trustees	Completed
Inform the staff of the programme, preparing them for students being out of normal school routine for the three days.	

Invite staff, Board members and other friends of the school to visit the programme at any time during the three days, but especially on Day Three from 12.30pm during the expo and judging.	
---	--

## TWO WEEKS PRIOR TO THE PROGRAMME

<b>Students</b>	<b>Completed</b>
Advise your host school of any students with special needs.	
Remind students again of the objectives and expectations of the programme. Remind students to bring pens/pencils with them for the three days.	
Student Dress Code: Preferably, students to wear mufti for the duration of the course. On Day Three of the programme students are encouraged to dress according to their team theme, and they often choose to dress more formally for the expo. It is important for their presentation that their appearance is fitting for business.	
<b>Travel for students</b>	<b>Completed</b>
Where necessary, organize transport to and from the host school in time for an 8.45am start each day, finishing at the regular end-of-school time of the host school.	
If your school needs to co-ordinate bus travel from the programme venue to meet your own school bus timetable, please let your host school coordinator know now. It may mean we need to adapt the timetable for the programme, depending on the numbers involved.	
<b>PR for the school</b>	<b>Completed</b>
This is a great opportunity for positive publicity for the school. We suggest you contact the local newspaper, radio/TV station and invite them to attend and experience the unique value of the course. There are also often good photo opportunities during the expo on Day Three.	

Any questions, please do not hesitate to contact:

Yolande Rosario

Head of Enterprise Studies- Junior Secondary

Email: yolande.rosario@yetrust.co.nz

Ph: 04 570 3391

Mobile: 021 520 930