

## Checklist for Host School

We are pleased to confirm the BusinessNZ Challenge will be held at your school from:

.....to .....

***The primary objective for the BusinessNZ Challenge is to provide a world-class learning experience that excites and informs young New Zealanders about business and its potential as a life choice.***

The programme is best when there is:

- Good promotion within the school involving careful planning and clear communication to students and staff well in advance of the programme.
- Strong school management support of the programme evidenced by regular visits and presence at the awards ceremony.
- A non-compulsory element to programme registration. Students need to have expectations and requirements of the programme laid out in advance. Reluctant attendees often undermine the efforts of their peers who are keen and enthusiastic.
- Good IT support with a good supply of computers with printing facilities available the afternoon of Day One, all of Day Two and the morning of Day Three.
- A venue of sufficient size. Cramped environments do not work well with 80 students.

To help you organise a successful **BusinessNZ Challenge**, on the following pages is a checklist of things that need to be done, in time sequence, from now until start.

If you have any queries about the programme or this checklist, please contact:

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## TO BE COMPLETED NOW

Liaison Teacher	Completed
<p>Assign a liaison teacher to organise the BusinessNZ Challenge in your school. The liaison teacher/s should be released from <u>all school time commitments</u> for the three days of the programme. It is not necessary for a staff member to be present at all times but close, regular liaison and support is needed.</p>	
Venue	
<p>Book the venue (preferably the school hall). Seating capacity for 160 is needed with a lecturing area of 80 seats, plus seating for 10 work teams of 8 students – see hall plan. The hall needs to be set up prior to our arrival as per the hall plan provided. Ensure there are no evening activities booked in the venue for the duration.</p>	
Information Technology	
<p>Arrange for suitable IT facilities for the <u>second half of Day One, all of Day Two and the morning of Day Three</u>. Ideally this includes at least 2 - 3 computers per company (i.e. 20 – 30 computers) and access to the internet and printing. School supervision while students use IT facilities may be needed. Ideally students should not be expected to pay for their own printing as this may limit their ability to produce a display for presentation on Day Three.</p>	
Students	
<p>The programme requires <u>64-80 students</u> to run effectively. If this number cannot be reached, students from other schools in your area will need to be invited. Please contact Yolande Rosario if you have any queries in this regard. Closer to the date please inform the Trust how many students will be attending to ensure correct resources are available.</p>	
<p>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.</p>	

## FOUR TO SIX WEEKS PRIOR TO THE PROGRAMME

Judges	Completed
<p>Five judges are required, four of which may come from the local business community. Please approach a representative from central/local government to join the panel as the fifth judge.</p> <p><b>It is the responsibility of the host school to arrange the 5 judges. If an MP is unavailable you will need to seek and confirm a fifth judge. It pays to have a reserve! Please do not use teachers from your school as judges.</b></p>	
<p>Attached is a <b>Judges' Details sheet</b> for you to email or fax to us. It should be sent as soon as possible, at least five weeks prior to the programme as all judges need to be pre-approved by BusinessNZ.</p>	

Students	Completed
<p>Select and formally brief students on the objectives and expected outcomes for the programme. Enclosed is a briefing sheet and further copies are available on our website: <a href="http://www.yetrust.co.nz">http://www.yetrust.co.nz</a></p>	
<p>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.</p>	
<p>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.</p>	
<b>Other participating schools (if applicable)</b>	
<p>Make initial contact with any other participating schools and identify their organising person.</p>	
<p>Ensure the contributing schools receive the full information for their students.</p>	

School, staff and Board of Trustees	Completed
<p>Inform the staff of the programme, preparing them for students being out of normal school routine for the three days.</p>	
<p>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.</p>	

## TWO WEEKS PRIOR TO THE PROGRAMME

Support	Completed
Ensure Liaison Teacher is "freed up" for the three days	
Check on the Hall and computer bookings to ensure full uninterrupted use for the three days of the programme.	
Organise lunch for the presenters for Days One and Two.	
Organise a corporate lunch, tea/coffee for judges on Day Three. This will also be shared by the presenters.	
Other participating schools (if applicable)	
Check students have been briefed and application forms completed.	
Check the arrival time of their students, especially if travelling by bus.	
Advise Yolande Rosario <u>NOW</u> if the participating schools are having difficulty in reaching their target attendance numbers.	
Students	
Advise Yolande Rosario 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: It is preferred that they wear mufti for the course. On Day Three, participants are encouraged to dress formally for the presentation and it is important for students' that their dress is appropriate for a business setting.	

Resources and Equipment	Completed
12 tables and seating for 160, set up prior to the start of the programme (see hall set-up plan).	
One data show projector and projection screen for power point presentation to be set up in front of seating for 80 students (see plan).	
One extension cord and multi plug.	
One ream of A4 plain paper and approximately 30 sheets of plain A3 paper. About four different bright colours of A4 paper, for the presentations on the final day.	
Two free-standing whiteboards.	
Five or six rubbish bins around the inside of the venue.	
Organise a sound system (if possible) that allows for microphone use and music to be played through a laptop. If unable to provide this, please let the Trust know.	
Organise printing of student names onto Certificates of Participation on Day Two. Certificates and a template are supplied by Young Enterprise Trust.	
Organise for the canteen to be open from 11.00am on Day Three for students to eat and drink <i>before</i> the 12.30pm start of the presentations.	

Organise a suitable room near to the venue for the judges' briefing / lunch from 12pm – 12.30pm. Access to this room will also be needed for collation of scores at about 2.20pm for approximately 15 minutes.	
<b>School Staff</b>	
Remind staff of the main points of the programme: <ul style="list-style-type: none"> <li>• Students are in the programme for a full three days</li> <li>• Visits are welcome at any time during the three day programme.</li> <li>• They are invited to attend the Day Three presentations from 12.30pm onwards.</li> <li>• Music from the programme is likely to be heard in the vicinity of the venue.</li> <li>• Students may be searching for resources in the school for their presentation sites on Day Three.</li> </ul>	

<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 presentation on Day Three.	
Copies of any items in school newsletter, newspapers, school magazine etc are really appreciated by the presenters. We use this for our reports to the BusinessNZ Challenge Advisory Board, sponsors and the Trust's Board of Trustees.	

<b>Post Programme</b>	<b>Completed</b>
After the programme, the CEO's are expected to write a story about their experience during the programme, for our sponsors. There will be a national competition for the best-written story with an excellent prize for the winner.	
Please send through any photos taken during the programme along with the signed photography consent form.	
In completing the programme, please take some time to complete the evaluation form and send through any comments from staff or students.	