

# BP Community Enterprise Project 2010 Entry Form



## Do you want to win cash and help your community at the same time?

The BP Community Enterprise Project allows students to demonstrate their understanding of the objectives of both businesses and not-for-profit enterprises, and how they work together as part of your community to create income, wealth and well-being.

### Team Cash Awards:

|        |          |
|--------|----------|
| First  | \$ 1,500 |
| Second | \$ 1,000 |
| Third  | \$ 500   |

### Project Awards to complete your community project:

|                        |          |
|------------------------|----------|
| Five Excellence Awards | \$ 1,000 |
| Five Merit Awards      | \$ 500   |
| Two Achievement Awards | \$ 500   |

### Special Judges' Award

In addition to the above awards, one team will receive a special judges' award. The judges' decision is based on the judging criteria as well as their overall impression. The award is a "Two-day Capital Experience" - where the team and teacher will be flown to Wellington with all expenses paid, courtesy of BP New Zealand.

### How does the project work?

Students:

1. Choose a local not-for-profit enterprise to be their beneficiary organisation. In consultation with them, they identify a small project of less than \$1000 (excluding GST) that will benefit the organisation. The project must be something that will last and not,

for example, be expenditure on operating expenses such as wages or electricity.

Be original. For ideas, check out the list of charitable organisations that BP supports through their Vouchers for Volunteers programme [www.bp.co.nz](http://www.bp.co.nz) or go to the ESP page of the YE Trust website and click on the link named Organisations BP support in the community.

2. Identify the steps needed to complete the project and develop a project plan.
3. Identify a local business or businesses which could assist in the project and negotiate quotes from them. Note – value added is an important aspect of ESP. Students must be involved in the labour of creating the project. Projects that involve purely purchasing items for the beneficiary organisation will not be considered for an award.
4. Submit a written entry that describes the project, who is involved, and the benefits to the community from the money spent on this project. In particular students will be able to identify the economic benefits. (see "The rules and entry criteria" for full details).
5. Winning entries will receive funding from BP New Zealand to complete their projects. Teams who do not receive a prize are encouraged to find other means of funding to complete their projects.



### **Entry Criteria: your entry must contain...**

- Your project report. It should cover all the criteria listed under Marking Criteria for Entries and cannot exceed eight sides of A4 paper.
- Additional supporting documentation to accompany the report:
  - A cover page. This will contain the name of your school, class name, students' names, teacher's name, beneficiary organisation, and one sentence that describes your project.
  - A letter from the beneficiary organisation to the students agreeing to have the work done if an award is made.
  - A letter from the nominated business/es to the students agreeing to have the work done at a stated cost by a stated date if an award is made.
  - A letter from the Principal from your school supporting the proposed project and the rules of entry, including an award ceremony if your team should win.
  - A letter from your Enterprise Studies teacher stating that at least four students from your class have been involved in submitting the entry. That it is your work.
  - A list of all team members participating in the project.
  - Four copies of your entry.

The registration form registers your intention to participate and must be received by  
Young Enterprise Trust no later than Friday, 27 August 2010

Four copies of the completed report must be received by Young Enterprise Trust  
no later than noon on Friday, 17 September 2010

### **Awards**

- Awards will be made within the geographic regions. No more than 12 awards will be made nationally.
- The Principal of the school will be contacted on Wednesday, 19 November if an award is made, and written notification to the teacher will follow, with a letter for the business/es, which guarantees payment to cover expenses, as outlined in the business plan.
- Students collect invoice/s from the business/es which should be invoiced to the beneficiary organisation.
- Students give the invoice/s to the beneficiary organisation who then need to invoice Young Enterprise Trust for the total cost of the project.
- The regional award ceremony will be made handing over the cheque to the beneficiary organisation and certificates will be presented to the students, teacher, business/es, and the beneficiary organisation in front of the completed project with media.
- It is then up to the beneficiary organisation to make payment to the business/es.

Please send entries to Attention: Fiona Cornish, Programme Manager, BP Community Enterprise Project  
Young Enterprise Trust, Level 1, 66-70 Bloomfield Terrace, P O Box 31545, Lower Hutt

If you have any questions, please contact Fiona Cornish, d.d.i: 04 570 3393  
Email: [fiona.cornish@yetrust.co.nz](mailto:fiona.cornish@yetrust.co.nz)

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This completed registration form must reach Young Enterprise Trust by Friday, 27 August 2010.

**Please print all details clearly**

Name of school \_\_\_\_\_

Name of class \_\_\_\_\_

Name of teacher \_\_\_\_\_

**Please print students' names clearly**

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

|                      | Beneficiary Org. | Contracting Business | Contracting Business |
|----------------------|------------------|----------------------|----------------------|
| Name                 |                  |                      |                      |
| Address              |                  |                      |                      |
| Telephone no.        |                  |                      |                      |
| Contact person       |                  |                      |                      |
| Position             |                  |                      |                      |
| GST no. (compulsory) |                  |                      |                      |

If there are more than two businesses, please complete these details on a separate page.

Brief description of proposed project

to... \_\_\_\_\_  
 \_\_\_\_\_

Sign. of Principal \_\_\_\_\_

Sign. of Teacher \_\_\_\_\_

Date \_\_\_\_\_

Teacher email \_\_\_\_\_

(Teacher's email is required for notification to winners)



Principal  
Supporter