



Kids' Day at Frost Bank - Entrepreneurship

Event Date: Friday, December 5, 2014

Event Time: 8:30 a.m. – 2:00 p.m.

INTENT TO PARTICIPATE FORM

Due Date: Wednesday, November 12, 2014

Overview

Kids' Day at Frost Bank - Entrepreneurship is scheduled for Friday, December 5, 2014. The event will give students the opportunity to experience first-hand the challenges and opportunities associated with entrepreneurship, marketing, and money management. Students participating in this event will open "stores" in the Kids' Day Market and will use their knowledge of buying, selling, spending, and saving to operate their businesses. This event is a collaboration between CASE for Kids, a division of the Harris County Department of Education, Frost Bank and the Education Foundation of Harris County.

Event Description

Participating schools will arrive at the Harris County Department of Education's Satellite Office located at **6005 Westview Dr., Houston, Texas, 77005** at **8:30 a.m.** on **Friday, Dec. 5, 2014**. Buses may drop students off at this address, bus drivers will then be directed to a parking location.

Upon arrival, students and chaperones will be greeted by CASE for Kids staff that will collect Media Release Forms. Representatives from CASE for Kids will briefly welcome students and explain the day's events. At this time, **one** student from your school will need to deliver a brief (approximately 20 second) commercial about the good or service being sold at your school's booth. *Please select the student that will deliver this commercial before arriving at Kids' Day.*

Following the introductory period, students will set up their stores. Your school is expected to bring enough products, supplies, and materials to fully stock your store; anticipate that a minimum of 100 people will shop at your store. CASE for Kids will assign you a store location and provide your school with one table and one small space in which to hang your store's advertisement. CASE for Kids will NOT provide you with other supplies such as electrical outlets, refrigerators, coolers, or materials with which to hang up your advertisements. If you need any of these materials, you are responsible for bringing them with you to the Kids' Day event.

REMEMBER: Please make sure that your school's product is not liquid and will not be difficult to clean up. Please refer to the Dollars & Cents: Rules /Reminders / Revisions form for more information.

While students are setting up their stores, they will also complete necessary bank transactions. To expedite this process, only certain students will conduct bank transactions at this time. Escorted by their chaperone, one half of each school's students (approximately six students per school) will spend the first half of the day shopping in other school's stores. During this time, these students will complete deposit forms and deposit the paycheck they earned during the Kids' Day Entrepreneurship afterschool program class into mock Kids' Day checking accounts. Volunteer bankers will give each of these students his or her own mock checkbook and check register to use in shopping at the Kids' Day Market. Also during this time, one or two student representatives from your school will complete a **Business Loan Application** and will deliver that application, along with your school's **Business Plan** and **Product and Pricing Inventory Sheet**, to a bank loan officer.

After the designated store set-up and first bank transaction period has ended, the Kids' Day Market will open for business. At this time, students from each school will remain divided into two groups. One group of approximately six students will manage your school's store; the other group of approximately six students will shop

at the other stores in the market. Students will use their Kids' Day checks to purchase items from other stores at the Kids' Day Market.

Note: The groups will reverse roles following the lunch break, and every student will have the opportunity to work in the school store and to open a checking account and shop at other booths. Please divide your students into two groups (the group that will open a checking account and shop first and the group that will manage the store first) before arriving at Kids' Day.

At approximately 11:15 a.m., students will break for lunch. CASE for Kids will provide students and teachers with lunch. While they are eating, students will hear a brief presentation from our volunteer bankers. Students will have an opportunity to ask this individual about his or her career.

Following lunch, students will return to the Kids' Day Market. At this time, the students will switch roles, and the students who worked in the stores before lunch will open their bank accounts and shop; the students who shopped before lunch will work in the stores.

After a pre-determined amount of time, the market will close. Students will then complete a profit/loss worksheet to determine their business' success. At approximately 1:15 p.m., students will gather as a large group for a brief "wrap up" conversation and for the presentation of awards. Goody bags will also be provided for all participating students. By 2:00 p.m., students will be ready to board their buses to depart back to their campus.

School Eligibility

In order to be eligible for participation in **Kids' Day at Frost Bank - Entrepreneurship**, schools must:

- Demonstrate capacity in staffing and financial support.
- Have established and implemented a Kids' Day Entrepreneurship afterschool class for students who are currently enrolled in a CASE for Kids afterschool program.
- Have assembled products/services to be sold in the Kids' Day Market and familiarized students with the concepts of check writing, checkbook balancing, and loan application completion.
- Have your principal complete and return the attached **Intent to Participate Form** to Trina Finley, CASE for Kids Assistant Director by Wednesday, November 12, 2014.

Collaboration / Responsibilities

Schools must efficiently collaborate with CASE for Kids and Frost Bank to carry out the events surrounding the Kids' Day Entrepreneurship program.

CASE for Kids will provide the following:

- Training for teachers implementing the Kids' Day Entrepreneurship curriculum in their afterschool programs. (Training completed in October 2014)
- Lunch for all students and chaperones on the event day.
- Kids' Day at Frost Bank - Entrepreneurship t-shirts for all attending students and chaperones.
- Materials needed for completion of bank transactions on Kids' Day.
- A designated space and one table in which to establish a Kids' Day Market store.
- Schedules of the day's events.
- Provide transportation to all participating schools.

Participating schools are responsible for the following:

- Selecting a maximum of twelve (12) students to participate in Kids' Day.
- Bringing enough chaperones to Kids' Day so that there is one chaperone for every six students attending the event. Chaperones are expected to monitor students for the entire length of the event. CASE for Kids AmeriCorps schools, your AmeriCorps Members count as chaperones; however, one official school representative must also accompany your students to Kids' Day at Frost Bank - Entrepreneurship.
- Providing substitute(s) for the teacher(s) who will attend the event.
- Dividing students into two groups of approximately six students each prior to arrival at Kids' Day.

- Designating **one** student who will act as the school's ambassador. This student will deliver the commercial at the start of the day and will complete the loan application process for your school.
- Creating enough products and/or services to serve approximately 100 customers in your school's store on Kids' Day.
- Pricing the goods and/or services your school will sell on Kids' Day. Please refer to the **Dollars & Cents: Rules /Reminders / Revisions** sheet for advice on pricing.
- Bringing and posting an advertisement for your school's store. Bring tape and string if necessary.
- Distributing and collecting from students all permission slips and/or waivers required by school policy.
- Distributing and collecting the CASE for Kids Media Release Form from students. Returning CASE for Kids Media Releases to CASE for Kids staff upon arrival at Kids' Day at Frost Bank - Entrepreneurship.
- Bringing emergency contact information for all students attending Kids' Day at Frost Bank - Entrepreneurship.
- Instructing students and chaperones to wear Kids' Day t-shirts to the event.

Submission Requirements & Procedures

To be considered for participation in this Kids' Day project, schools must complete the attached **Intent to Participate Form** and return it to the CASE for Kids office by **Wednesday, November 12th, 2014**.

Participating schools may fax or e-mail the completed **Intent to Participate Form** to 713-696-1340 (ATTN: Trina Finley, Kids' Day Coordinator) or to casekidsday@hcde-texas.org. Responses to questions on the **Intent to Participate Form** should be typed or clearly printed in blue ink. In order to be valid, the form must be signed by the school principal or executive director.

Contact Information

Questions about Kids' Day at Frost Bank - Entrepreneurship, the above material, or the attached **Intent to Participate Form** should be addressed to Trina Finley, CASE for Kids. Please contact her by telephone at (713) 696-1357 or via e-mail at casekidsday@hcde-texas.org.

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GENERAL INFORMATION

Name of School or Organization	
School District	
Site Coordinator Name	
Site Coordinator Email Address	
Site Telephone No./Alternate Phone No.	
Grade Levels of Students Participating	

STATEMENTS OF INTENT TO PARTICIPATE:

(Principals, please initial in each blank to indicate you will comply with each statement.)

_____ Yes! Our school will participate in the Kids' Day at Frost Bank - Entrepreneurship event on December 5, 2014.

_____ I have read the attached **Intent to Participate Form**. I understand the information contained in that document and agree to comply with it.

_____ I agree to select a maximum of ten (12) students to attend Kids' Day at Frost Bank - Entrepreneurship. I also agree to provide (1) chaperone for every six (6) students from my school attending the event. Further, I understand that my school is responsible for providing substitute(s) for staff members attending Kids' Day and for securing transportation with CASE for Kids.

_____ I agree that my school's representative will bring completed Media Release Forms to Kids' Day at Frost Bank - Entrepreneurship and will give these forms to CASE for Kids personnel upon arrival at Kids' Day.

_____ I agree that my school's representative will bring emergency contact information for all students attending Kids' Day at Frost Bank - Entrepreneurship to the Kids' Day event.

_____ I agree to inform participants that they must wear Kids' Day t-shirts to Kids' Day at Frost Bank - Entrepreneurship.

_____ I agree that my school will bring products/services, advertisements, our business plan, and all relevant supporting materials to the Kids' Day event.

CERTIFICATION:

I certify that my school/organization meets all stated eligibility requirements and that all information contained on this **Intent to Participate Form** is true and accurate. I further certify that, if funded, my site's program will be carried out in accordance with the program plan described in this application, and that all program changes will be brought to the attention of the CASE for Kids Director prior to implementation.

Signature of School Principal/Executive Director

Date

FAX completed form to 713-696-1340. Questions? Call Trina Finley at 713-696-1357 or email to casekidsday@hcde-texas.org