
Follow Up to Beginning of the Year Updates

Nick Chapman <nchapman@veinternational.org>

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Good afternoon Regional Directors and Coordinators,

This message is a follow up to my message from last week. Below are a few more new updates regarding trade shows, business plan competitions, and workflow updates.

Please review this message and respond to the "Action Items" at the bottom.

1. National Leadership Conference Calls - We will be conducting several national conference calls to review important information and to align expectations. Our first call of the new year will take place on Thursday, September 8 from 3pm - 4pm.

- **Thu, Sep 8, 3pm – 4pm: Beginning of the Year Items**
- Thu, Nov 17, 3pm – 4pm: BP Competitions, Trade Shows, YBS
- Thu, Mar 2, 3pm – 4pm: YBS, Testing, End of Year Items

Dial-in Information: [712-432-0931](tel:712-432-0931), access code: 1032699#

2. Update all schools and firms in the Portal - Be sure to **add** all new schools and firms and to **deactivate** all inactive firms and schools. **Please aim to have all updates completed by the end of next week (Fri, 9/2).**

3. VE Program Updates - August 2016 - The program update document has been finalized and posted to the Portal. **Please send this update to your schools and teachers.** At this point in the year, your email lists will be more accurate than ours. The update document is attached to this email and also available on the front page of the Portal.

4. Trade Shows - Please review the following procedures for trade show planning.

- Use the templates provided to create a (1) **Registration Packet** and (2) **Competition Packet** for your trade show (templates attached to this email)
- Supply the national office with a **Floor Plan** (Send to Tyler & Nick)
- National Office will create and open the trade show registrations in the Portal
- As discussed, firms will indicate their intent to participate in competitions through the Trade Show Registration
- Trade Show organizers will monitor registrations and receive/record payments in the Portal
- Trade Show organizers will batch and send checks for deposit to the national office on a pre-determined timeline
- Upon event completion, organizers will use the **Event Recaps** and **Competition Results** templates (attached) to supply to Tyler

6. Business Plan Competitions - This year we will be using competitions.veinternational.org for submissions and scoring. The competitions tool is being upgraded to include all of the features found in Reviewr with a more streamlined front and back end for users and organizers.

Please provide me with the following information for your local/regional competitions:

1. Date to begin accepting online written BP submissions
2. Date to close the online submission form
3. Evaluation start date for judges
4. Evaluation end date for judges
5. Date of the oral competition

6. Date to open feedback to teams on their scores

5. Invoicing & billing update - Please be sure that the **Invoice Request Form** from Kimitra is up to date and shared with Kimitra (kcain@veinternational.org), Nick (nchapman@veinternational.org) and Saara (saara@veinternational.org). Most invoices have been created and sent at this time. Please reach out to Kimitra with any questions you may have.

6. Regional Directors Page - A landing page for all administrative information and updates. All of the information included here will be available at veinternational.org/regional-directors (password: Virtual1%)

Also attached to this message is an overview of the **Roles & Responsibilities of Regional Directors (16-17)**.

7. Access and back-end management for submittal forms

For all regional directors and coordinators, each of you will have access to all JotForm data through links and passwords provided by the national office. A catalog of all current JotForms and links will be available on the RD page.

Steps to get data for your region:

1. Go to the regional directors page: veinternational.org/regional-directors
2. Click the link for the appropriate JotForm
3. Enter the password: "Virtual1%"
4. Sort the results by typing your region into the search field
5. Export a report as an Excel or PDF file

ACTION ITEMS:

- Set aside time on your calendar for the conference call: Thu, Sep 8, 3pm-4pm
- Update all active and inactive schools and firms in the Portal by next Friday, 9/2
- Send the VE Program Update to your teachers
- Provide requested information regarding BP competition dates and deadlines

Please note, I will be out of the office from later today until Tuesday, September 6th for some much needed R&R. I will be available for urgent items, but please help to limit queries until I return on the 8th. My wife has me on a strict "no email" policy!

Thank you all,
Nick

Nick Chapman

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veinternational.org

6 attachments

 **VE-Program-Updates-August-2016.pdf**
560K

 **Registration Packet - Template.docx**
63K

 **Competitions Packet - Template.docx**
56K



Event Recaps - Template.docx
66K



Competition Results - Template.xlsx
10K



Regional Directors - Review of Roles & Resp (16-17).docx
30K