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| doelogo | VE_NY_finalMartin Luther King, Jr., HS Campus 122 Amsterdam Avenue – Room 251 New York, NY 10023 P: 212-769-2710 F: 212-799-7528 www.veinternational.org/ny |

# **VE Coordinators’ Meeting**

**Handouts:**

* Global Business Challenge Participants
* NYC Catalog Competition Submissions
* Trade Fair Do’s & Don’ts
* Annual Report Rubric
* Firm Financial Certification Checklist
* Firm Report Template
* NOCTI + College Credit

# Wednesday, April 6, 2016, 1:00PM – 3:00PM

# Martin Luther King Jr. Campus

## Agenda

1. **Welcome**
2. **Instructional and Operational**

**Virtual Enterprises**

**Youth Business Summit**

* National Business Plan Competition-**Sunday, April 17-LIU Brooklyn**
* National Human Resources Competition- **Sunday, April 17-LIU Brooklyn**
* Global Business Challenge **– Monday, April 18-UFT**
* Trade Fair Booth Setup – **Monday, April 18, 1pm – 7pm**
	+ 69th Regiment Armory on Lexington Ave between 25th & 26th Streets
* NYC Trade Fair – **Tuesday, April 19, 9am – 3pm**
	+ Opening Ceremony begins promptly at 9am, awards ceremony at 2pm
* Competitions: Website & Catalog (Online)

 Best Booth & Salesmanship (Trade Show)

* Trade Fair Do’s & Don’ts
* Trade Fair Payment Procedures
* Stock Market Game & InVest Write offered through SIFMA

**Entrepreneurship**

* Stock Market Game-Last Day to Trade Friday, May 6
* InVest Write-Last Day to Submit Essay-Wednesday, April 13, 2016
* Practice Enterprise Business Challenge-**Tuesday,** **May 24 at Microsoft, 8:30am-3:30pm**
* SIBIL Workshops: **Wednesday, May 4 & Thursday, May 5 at SIBIL, 3:30pm-5:30pm**
* Prep Workshops: **Tuesday, May 10 & Thursday, May 12 at MLKHS, 3:30pm-5:30pm**
* Job Explorer: My Dream Job

**Computer Applications**

* Business & Financial Math using Excel
* Business Communications
1. **Financial Statement Preparation Working Session**

**Financial Statement Preparation Workshops**

**OPEN TO STUDENTS AND COORDINATORS**

**Tues., May 17 & Thurs., May 19**

**Location: MLKHS**

**Time: 3:30pm-5:30pm**

* Financial Data Form due by 5/25 for feedback
* Financial Statement Preparation Workshops
* Bring the following documents-payroll register, sales journal,

purchases journal, asset log, most recent financial statements

* Submit financial statements using the Firm Financial Data Form (Jotform)
	+ Income Statement
	+ Cash Budget
	+ Balance Sheet
* All statements audited to determine “Certified” status
* NYC Annual Report due by 6/3
* VE National Annual Report Competition-May 1-June 3
* Firm Report
1. **WBL Update**
* SIF Application due Friday, April 15, 2016
* American Portfolios-Application & Resume Deadline –Friday, April 8
1. **Fellowship Update**
	* Fellowship Application Available in April
2. **NOCTI & End of Year Testing**
* NOCTI Code 7975 ([www.nocti.org](http://www.nocti.org))
* Must administer both written assessment (90 multiple choice) and performance assessment (Employment Application Process & Annual Personal Budget)
* Send NOCTI results to VE as a PDF by Friday, June 24
* NOCTI for college credit (www.nocti.org/nccrs.cfm)
* VE testing period is 5/23–6/13
* Tests available:
* VEI Post-Test: www.learningexpresshub.com/virtualenterprises/home
	+ Economics
	+ Entrepreneurship
1. **Summer Initiatives**
* June 9th, 2016-PD Workshop
* Content TBD
* VEI Teacher Conference- July 11-14-LIU Post, Brookville, NY
	+ Registration on the VE website
* VEI Student Bootcamp- July 11-15-LIU Post-Brookville, NY
* Registration on the VE website
1. **Questions & Concerns**

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| **Date** | **Event** | **Time** | **Location** |
| **April 17** | **National Business Plan Competition** | **9:00am** | **LIU Brooklyn** |
| **April 18** | **Global Business Challenge** | **9:00am** | **UFT** |
| **April 18** | **International Trade Show-Setup** | **1:00pm-7:00pm** | **69th Regiment Armory** |
| **April 19** | **International Trade Show** | **9:00am** | **69th Regiment Armory** |
| **May (TBD)** | **Spring Executive Meeting** | **TBD** | **TBD** |
| **May 1-June 3** | **Online VE National Annual Report Competition** | **N/A** | **VE Website** |
| **May 4 & May 5** | **SIBIL Workshops** | **3:30pm-5:30pm** | **SIBIL** |
| **May 10 & May 12** | **PEBC-Prep Workshops** | **3:30pm-5:30pm** | **Martin L. King HS** |
| **May 17 & May 19** | **Firm Statement Preparation Workshops** | **3:30pm-5:30pm** | **Martin L. King HS** |
| **May 24**  | **Entrepreneurship Classes-Practice Enterprise Business Challenge**  | **8:30am-3:30pm** | **Microsoft** |
| **May 25** | **Firm Financial Data Form & Corporate Tax Form (1120)** | **Close of Business** | **Jotform** |
| **May 23-June 13** | **Testing Period (VE Post Exam, NOCTI, Economics, Entrepreneurship)** | **N/A** | **N/A** |
| **June 3** | **NYC Annual Report** | **Close of Business** | **Jotform** |
| **July 11-14** | **LIU Summer Teacher Conference** | **Info. posted on the VE website** | **LIU Post-Brookville** |
| **July 11-15** | **LIU Student Boot Camp** | **Info. will be posted on the VE website** | **LIU Post-Brookville** |