



SY 23-24 VE ANNUAL ACTIVITIES CALENDAR

AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER JANUARY FEBRUARY MARCH APRIL MAY JUNE

Foundational Tasks Departmental Tasks Business Operations Reflection

Business Planning & Operations

Completing the Business Registration Form		Executive Summary		Board of Directors Q3 Quarterly Report		Written Business Plan		Annual Report Presentation (optional) to Local Partners & Mentors	
		Financing the Business: Debt, Equity, and/or Out-of-Network Sales				International Trade Month			
Payroll, Rent, Utilities, 941 Withholding Tax, Sales Tax, Loan (if applicable), QBO Account Setup, Firm Sales, Student Purchases, Corporate Taxes (see last page for parameters for monthly criteria)									

Competitions & Trade Shows
More details are on p. 2

Elevator Pitch	Company Branding		E-Commerce Website	Video Commercial		Company Newsletter	
Local & Regional Department Competitions FIN, HR, MKT Presentations				Youth Business Summit April 11-12, 2024 in NYC NBPC, FIN, HR, MKT Final Round Presentations Global Innovation Challenge International Trade Show			
NBPC Local/Regional Executive Summary		NBPC Local/Regional Presentations					
Local & Regional Trade Shows (Online or In-Person, as needed or requested)							

Circles of Excellence
More details are on p. 3

Oct 31 Deadline		Dec 31 Deadline		Feb 28 Deadline		Apr 30 Deadline	May 31 Deadline
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PEN Worldwide
International event opportunities

PEN Worldwide Monthly Trade Days (online) Sep 25, Oct 17, Nov 22, Dec 7				International Trade Fairs (in-person)			
		Entrepreneurship Week & Social Media Contest Nov 13-17					



SY 23-24 VE COMPETITION SCHEDULE

Competition Scoring Guides can be found on the **LMS** (Hub / Curriculum / Competition Scoring Guides & Resources)
Competition submissions are made through the **Competitions Manager** (Hub / Competitions Manager / Competition Name)
Competition Results can be viewed on veinternational.org/competition-results



COMPETITION NAME	DESCRIPTION	SUBMISSION PERIOD	COMPETITION TYPE
Elevator Pitch	A student representative will submit a 30 to 60 second “Elevator Pitch” video to convince an angel investor to invest in their business.	10/02/2023 - 10/26/2023	Video Submission
Company Branding	Firms will submit a company branding package that is relevant to the company's business and consistently applied across all elements.	10/31/2023 - 11/30/2023	Written Submission
Local/Regional Round(s) Business Plan	Firms will submit their executive summary and a team of students will present to a panel of judges.	Submission period and deadlines will be determined by the regional director	
E-Commerce Website	Firms will submit their company website to showcase the company brand, ease and use of ordering, and overall professionalism to potential customers.	1/02/2024 - 1/11/2024	Website Submission
Local/Regional Round(s) Marketing Human Resources Finance	Firms participate in the Finance, Marketing, or Human Resources Competitions through in-person/video presentations. Some firms may submit written submissions.	Submission period and deadlines will be determined by the regional director	
Video Commercial	Firms will submit a 30 to 60 second video commercial that effectively promotes their VEI business or product/service offerings.	1/29/2024 - 2/15/2024	Video Submission
National Business Plan	Teams that advance from the Local/Regional Rounds will compete at the National Business Plan Competition. Firms will submit their written business plan and a team of students will present to a panel of judges.	2/12/2024 - 3/14/2024 (Written Submission) 3/18/2024 - 4/5/2024 (Slideshow Submission)	Written Submission, Slideshow Submission, & Oral Presentation (In-person)
Final Round Finance Human Resources Marketing	A team of students will present to a panel of judges on the company's: <ul style="list-style-type: none"> current and projected financial statements (Finance) employee guide (Human Resources) marketing plan (Marketing) 	3/25/2024 - 4/8/2024 (Slideshow Submission)	Slideshow Submission & Oral Presentation (In-person)
Company Newsletter	Firms will submit their company newsletter to communicate recent news and relevant information about the firm to its employees and other VE stakeholders.	4/22/2024 - 5/9/2024	Written Submission



SY 23-24 VE CIRCLES OF EXCELLENCE (CoE)

Parameters for each Period

***can earn firm up to 2 points**

The VE Circles of Excellence is a composite method to identify the top firms in the program by measuring engagement and achievement of targeted initiatives throughout the year. The results are cumulative and there are several opportunities each period to move up the list. The CoE is designed to track progress over time and recognize overall engagement and achievement.

AUGUST - OCTOBER	NOVEMBER - DECEMBER	JANUARY - FEBRUARY	MARCH - APRIL	MAY
Deadline: October 31, 2023	Deadline: December 31, 2023	Deadline: February 28, 2024	Deadline: April 30, 2024	Deadline: By the end of May 2024
<ul style="list-style-type: none"> Completed annual Business Registration Form Participation in the National Elevator Pitch Competition Proof of social media creation Loan Application and/or Angel Investors and/or Bank Balance of \$150,000 or more Submitted a Lease Agreement with signatures <p>Maximum Points for the Period = 5</p> <p><i>List of Round 1 distinguished firms to be published November 2023</i></p> <p>Click Here</p>	<ul style="list-style-type: none"> Participated in at least one trade show (Regional or National in Nov/Dec) Participated in the National Company Branding Competition Submitted the Executive Summary for the Business Plan Competition Processed at least one Payroll (Nov/Dec) Processed at least one Rent payment (Nov/Dec) Processed at least one Utilities payment (Nov/Dec) Evidence of student transactions (purchases made from student accounts) Evidence of QuickBooks account setup Participated in the Intuit Social Innovation Challenge Submitted the 941 Withholding Payroll Tax Form (Nov/Dec) Processed the 941 Remittance payment (Nov/Dec) Developed a Risk Management plan Established a Corporate Social Responsibility policy Proof of purchased merchandise to sell or purchase of supplies to make products Processed payment for General Liability or Workers Compensation insurance <p>Maximum Points for the Period = 15</p> <p><i>List of Round 2 distinguished firms to be published January 2024</i></p> <p>Click Here</p>	<ul style="list-style-type: none"> Participated in at least one trade show (Regional or National in Jan/Feb) Submitted the Board of Directors Quarterly Report for Q3 (from Nov to Jan) Participated in a local or regional round of the Business Plan Competition Participated in a local or regional round of the FIN, HR, or MRK competitions Participated in the National E-Commerce Website Competition Participated in the National Video Commercial Competition Processed at least one Payroll (Jan/Feb) Processed at least one Rent payment (Jan/Feb) Processed at least one Utilities payment (Jan/Feb) Proof of sales made by the firm to individuals or other VE businesses Evidence of student transactions (purchases made from student accounts) during the period Jan 1 to Feb 28 Submitted the 941 Withholding Payroll Tax Form (Jan/Feb) Processed the 941 Remittance payment (Jan/Feb) Submitted the Sales Tax Form (Jan/Feb) Processed the Sales Tax payment (Jan/Feb) <p>Maximum Points for the Period = 15</p> <p><i>List of Round 3 distinguished firms to be published March 2024</i></p> <p>Click Here</p>	<ul style="list-style-type: none"> Participated in at least one trade show (Regional or National in Mar/Apr) Submitted a written business plan Qualified for the National Business Plan Competition Received Top 20 Recognition for the National Business Plan Competition Qualified for the National Marketing Competition Qualified for the National Human Resources Competition Qualified for the National Finance Competition Processed at least one Payroll (Mar/Apr) Processed at least one Rent payment (Mar/Apr) Processed at least one Utilities payment (Mar/Apr) Proof of sales made by the firm to individuals or other VE businesses Evidence of student transactions (purchases made from student accounts) during the period Mar 1 to Apr 30 Submitted 941 Withholding Payroll Tax Form (Mar/Apr) Processed 941 Remittance payment (Mar/Apr) Submitted the Sales Tax Form (Mar/Apr) Processed the Sales Tax payment (Mar/Apr) Used TurboTax to file 1040 Income Tax Form Completed at least one international transaction (incoming only) <p>Maximum Points for the Period = 18</p> <p><i>List of Excellence firms (Gold, Silver, and Bronze circles) to be published May 2024</i></p> <p>Click Here</p>	<ul style="list-style-type: none"> Submitted an Annual Report Submitted the 1120 Corporate Tax Form Participated in the National Company Newsletter Competition <p>Maximum Points for the Period = 3</p> <p><i>Final list of Excellence firms (Gold, Silver, and Bronze circles) to be published June 2024</i></p> <p>Click Here</p>