Streets University

Student Program Manual & Workbook

www.streetsuniversity.org
info@streetsuniversity.org

Creating Income Opportunity in the 21st Century

629 SE Quincy       Topeka, KS 66603       (785) 422-0761
Streets University Overview of Activities

Core Learning & Competencies

Group Learning Activity

- Learn to Use WordPress for Business & Income
- Learn to Strategically Promote Small Businesses Online
- Learn to Use Mobile Computing Units to Earn Money*
- Learn to Use Cloud-Based Technology to Get Paid Year-Round
- Guest Speakers:

Local Field Trips

- City Hall, State Capitol, Etc...
- Local Tech Companies & Large Corp’s
- Local Small Businesses & Nonprofits

Learn a Marketable Skill

- Wordpress (Website Design & Development)
- MS Word (Office), Cloud-Based Computing
- Intro to Coding (HTML & CSS), SEO & API’s
- Salesmanship (Seizing Income Opportunities)*

2 Days a Week – 2 hours Per Class
Year-Round Workshops, Activities and Opportunities
Youth Age 13 – 17 (class-size limited)

Program Benefits

- Earn Extra Spending Money for School, Leisure & Family*
- Increase Reading, Writing, Math; and other Social & Soft Skills
- Visit Interesting Businesses & Meet Supportive Adults

Location (other off-site locations will be identified during orientation)
629 SE Quincy
Topeka, Kansas
(913) 735-4272
(785) 422-0761
www.streetsuniversity.org
admin@ibsa-inc.org

Streets University, a Division of IBSA, Inc., is not affiliated with any accredited educational institution, governing body or government agency. Courses are not approved for any federal or state loans. IBSA is a tax-exempt nonprofit Kansas Corporation founded in 1993. Donations and contributions are fully tax-deductible as allowed by federal IRS Code & Regulations.
Streets University Program Outline

Session 1
Introduction to Streets University:
Define personal vision and goals, and introduction of Model Youth Reality Check

Session 2
Communicating the Sponsorship Offer
Transform your sales approach into a statement, start building an emotional network, and complete the Personal Financial Statement Form

Session 3
Gather Information for Sponsorship Feasibility:
Feedback on sponsorship pitch, consider personality readiness and become familiar with available resources.

Session 4
Product and Service:
Describe product/service including features, benefits, and uniqueness.

Session 5
Market Analysis – Industry and Competition:
Focus on opportunities in the industry and evaluate competition.

Session 6
Market Analysis – Market Segments and Strategies:
Define target markets and develop marketing strategies.

Session 7
Price and Profitability – Pricing and Product/Service Cost

Session 8
Price and Profitability – Profits through Commissions
Difference between profits and cash, and determining financial feasibility.

Session 9
Plan for Further Action – Resources for Success:
Finalizing a Cash Flow Report, learning key accounting & tax issues and resources.

Session 10
Plan for Further Action – Next Steps:
Tools to complete the course and key resources and software applications for continued participation.

Session 11
Graduation
Graduation and Presentation on Program Achievement

A Program Initiative of IBSA, Inc. a Not-for-Profit Kansas Corporation.
629 SE Quincy, Topeka, Kansas 66603 (913) 735-4272
<table>
<thead>
<tr>
<th>Entrepreneurship Programs</th>
<th>Enterprise Development Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ideal Student Participant:</strong></td>
<td><strong>Ideal Student Participant:</strong></td>
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<tr>
<td>Student who already had businesses or who</td>
<td>Student who already had businesses, who</td>
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<td>wanted to start one</td>
<td>wanted to start one, or who has ideals of</td>
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<td></td>
<td>earning money from their own hard work &amp;</td>
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<td></td>
<td>efforts selling someone else’s product or</td>
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<td></td>
<td>service of value</td>
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<td><strong>Community Participation:</strong></td>
<td><strong>Community Participation:</strong></td>
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<tr>
<td>Program Partners agree to provide $$$ in</td>
<td>Program Partners agree to sponsor a young</td>
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<tr>
<td>seed money for each student-run business if</td>
<td>participant for $120 a year until they graduate</td>
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<tr>
<td>chosen as a finalist to start or enhance an</td>
<td>high school.</td>
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<tr>
<td>existing business</td>
<td>Students self-identify their interest &amp; desire to</td>
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<td>participate in the program and are chosen</td>
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<td>based on their attendance to orientation and</td>
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<td>follow-through to get registered. An advisor is</td>
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<td>provided to help the student connect with</td>
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<td>leads, assist with documents and provide any</td>
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<td>other technical assistance they can</td>
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<td>Unlike traditional youth entrepreneurship programs where</td>
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<td>business ideas and plans are</td>
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<td>required before realizing a financial gain,</td>
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<td>students actively participate at Streets U. by</td>
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<td>scheduling interviews with local business</td>
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<td>owners &amp; nonprofit professionals to share</td>
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<td>their program involvement, ask questions of</td>
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<td>the owner/director and seek support of</td>
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<td>sponsorship.</td>
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<td>Students earn a commission for each</td>
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<td>successful sponsor they recruit and having</td>
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<td>completed other tasks requiring computer</td>
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<td>skills, basic coding and clerical work.</td>
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<td><strong>Benefits:</strong></td>
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<td>Connects existing business owners in the</td>
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<td>community who want to cultivate a</td>
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<td>relationship with the students.</td>
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<td>Develops soft-skills needed for self-</td>
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<td>employment or traditional employment</td>
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<td><strong>Benefits:</strong></td>
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<td>relationship with youth, with students</td>
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<td><strong>Other:</strong></td>
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*IBSA is a nonprofit organization based in Topeka, KS that sponsors Streets University, an enterprise development program for youth that exhibit a go-getter attitude & express an interest in business & technology.*
Pathways to Income
Youth Economics
Streets University [Student/Intern Responsibilities]

Dressing appropriate for meetings/interviews

Putting in your best effort on assignment/projects

Ask questions from your advisor, mentors and sponsors

Know your product or service and any benefits to the customer (*friends, family, businesses, other*)

Be knowledgeable about the company providing the product or service you sell and promote

Closing a sale in a professional and courteous manner

Completing product order forms with few errors and providing accurate commission calculations & invoices

Setting goals and completing them satisfactorily

Setting and meeting deadlines, assignments & projects

Obtain at least one business mentor and 25 sponsors

Being a positive example among peers and to other enterprising or disconnected youth in the community

Participate in planning banquets, special events and assisting with other Streets University fundraising efforts
My Responsibilities If You Choose To Sponsor Me

1) Create your business profile on our online business directory at
   www.kansassmallbizdirectory.com
   www.uussmallbizdirectory.org
   www.ujamaaclub.org

2) add 10 relevant keywords

3) add up to 5 categories to increase their profile listing on Google

PLUS...
   a) Include a Google Map and add their business Logo, Text, Address, Phone, Etc… (email not listed to deter spambots)

   b) Like their business Facebook page and share their posts on the KS & US SmallBiz Directory Facebook page throughout the year and as appropriate

   c) Follow up with them throughout the year to visit and update them on your progress in the program and with school

   d) Refer friends & family to their business; if appropriate

   e) Offer my services to help market your business in other ways such as ...?
To Create a Business Profile I Will Need

1. Business logo *(two-three additional pictures optional)*

2. 10 keywords for your business, product and/or service

3. Official Business Website Address (not required)

   www.yourbusiness.com?

4. *Links to any social media sites you have for your business**

5. Basic business information; business owner name, business address, phone,
   *Facebook, Twitter, Youtube, Google+, LinkedIn**
1) Help me earn a laptop, iPad or Android tablet for successfully completing course assignments & projects

(25 business sponsors needed to reach this goal)

2) Help me to earn between $1,000 to $1,500 by the end of the course

3) Increase opportunities to learning about and understand Internet technology, business & marketing, building websites with Wordpress, and to create documents relating to business

4) Help to increase my writing, reading, math, public speaking and soft skills... such as

   Time management
   Money management
   Professional courtesy
   Spelling, punctuation
   Speaking with confidence
Overview of Kansas Small Business Directory

Kansas Small Business Directory is an online directory built on the WordPress platform and is operated & managed by IBSA.

Offer Only Available For New Business Listings

**Premium Marketing Package Value: $300.00**

- Only $120.00 per Business

- SEO + Social Media + Video Promotion

- Add a 30-60 Second Promotional video for your business
- Add $30.00 for a one-week, sponsored advertisement on Facebook

Directory's shared with Google & Corporate Buyers

- Increased Presence on Google Search Rank (Top-20)
- Referral of cash-paying customers to your business

- Logos & Links to other business groups
- Share & Retweet social content you create/share
- Map, YouTube video embed, link to website/social media sites

One-Year Listing: descriptive text, address, Google

Online Marketing Package:

Learn more about development and other tech skills of value to small businesses & entrepreneurs.

Inc. a non-profit organization, Profiles for businesses may be created & promoted across social networks by students.
Ujamaa Club Directory Listing: $90 per year*
Domain Available to Linked Year Directory Profile
Business Name & Address (including city/zip)
Business Phone, Email, Website
Business Category (select multiple listings)
Designation for Women & Veteran Businesses
Links to Business Facebook/Twitter/Google+
Account
Two directory profiles (Speak with Account Rep)
Geo-searching (search by keyword/location)

**Business Listing Benefits:**
- **Competitively priced** (One-of-a-kind Directory)
- Responsive themes for better smartphone & tablet access
- Listings that show up are based on visitor's city/location
- Solicits customers by offering coupons on social media sites
- Helps customers, government & corporations quickly find products & services provided by local business vendors.
- Manage your own profile when you log in

**Special Business Marketing Service:**
Let us create, manage and share an online coupon or classified on Facebook & Twitter

**Business Video Promotional:**
(Onsite Video interview to be shared on YouTube, embedded in your business profile, and on social networks such as Facebook, Twitter, Etc.)
$599.00 (includes video shoot & editing)

Email: admin@ibsa-inc.org
Call for more info: (913) 735-4272

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JADE'S DESIGN
Alterations & Embroidery

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IBSA, Inc. makes no representations or warranties about listed businesses and is not responsible for policies and practices of sites that are linked to our online directory or its users. We encourage you to consult the policies available on those sites to further understand their offers, products, services or practices.

IBSA is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, political affiliation or belief.
Online Small Business Directory Receipt

www.kansassmallbizdirectory.com / www.ussmallbizdirectory.org

One-Year Listing - $120.00 [ ]
1-3m Video - $599.00 [ ]
5-Page Wordpress Website* - $695.00 [ ]

(Please speak with our representative about listing benefits & features, or other digital services offered to small businesses & nonprofits)

Form of Payment: [ ] Check [ ] Cash  Amount $______
[ ] Annual Listing Renewal

Business/Nonprofit Name ________________________________

Owner Name ____________________________________ Title __________________

Business Address ____________________________ Phone#_____________
(Street, City, State, Zip Code)

Website/Email:

Website Platform: Wordpress[ ] Wix[ ] Weebly[ ] Other[ ] None[ ]

Website Hosted By: __________________________

Social Media Fanpages: [ ] Facebook[ ] YouTube[ ] Google+[ ]
[ ] Twitter[ ] Other[ ] None[ ]

Check all that apply

ALL SALES ARE FINAL, NO REFUNDS

Signature of Representative: __________________________ Date: ________

Signature of Business Owner: __________________________ Date: ________

Please provide as much information about your business as possible. Attach brochures, business cards, etc...

*Websites: business owner is responsible to purchase webhosting, domain name and specialty Wordpress theme. Other annual fees may apply.

FOR INTERNAL USE ONLY:  USmallBiz[ ] KSSmallBiz[ ] Midwest Barter Exchange[ ] Tradebank[ ] Ujamaa Club[ ] Chamber[ ] Other[ ]

This agreement is between IBSA, Inc. and the above mentioned business requesting to be listed in the appropriate directory(s) maintained by our agency. Listing fees may be deductible as an allowable business expense. Please speak with your business tax preparer for more information.

IBSA, Inc. 629 SE Quincy, Suite 102 Topeka, Kansas 66603 (785) 422-0761
Streets University [Income Opportunity Overview]

**Ongoing:**
Obtaining new business sponsors for the online directory

Facilitating renewals of paid business sponsors you bring on board and for updating their online business profile

Facilitating renewals of paid business sponsors others signed up and for updating their online business profile

Creating business profiles in the online business directory only

Creating short promotional video/websites for small businesses & nonprofits

Selling other products/services produced by StreetsU / business partners

**Seasonal Opportunities:**
Holiday Greeting Cards, Calendars, Special Event Tickets, Raffles, Etc..

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Streets University [Parent/Guardian Responsibilities]

Provide encouragement and support to complete assignments

Sit down and assist with assignments & provide your input

Enforce that some time weekly is dedicated to completing assignments

Promote their participation in the program to businesses you cater to

Constantly practice with your child their script provided to businesses

Attend special events where their recognition and achievements are being identified, and constantly inquire about their progress

Purchase products sold by your child, and of their peers in the program

Encourage friends, family and acquaintances to purchase from your child and other youth involved in Streets University

629 SE Quincy Topeka, KS 66603 (913) 735-4272
Streets University [Advisor Responsibilities]

Provides Insight, Expertise & Advice That:

Helps students reach business sponsor goal & access to other support

Identifies other products available to sell; or services to render

Develops potential customers/program sponsors for youth they advise

Helps seize opportunity at special events & other community activities

Help to calculate earned income on products sold/services rendered

Encourages students to participate in other events, activities or programs that provides an opportunity to earn legitimate money

Helps to identify other community resources & professionals that will assist them complete required assignments & special projects

Increases chances to be nominated/win awards: Local, State, National
Streets University

Creating Business Profiles with WordPress

www.streetsuniversity.org
info@streetsuniversity.org

Creating Income Opportunity in the 21st Century

629 SE Quincy    Topeka, KS 66603    (785) 422-0761
WordPress Overview

WordPress Website Setup
For those wanting to move beyond the basic definitions of using WordPress, and onto building a functional and appealing website. Instruction includes Securing a Webhosting Account, Domain name, Installing WordPress on their Webhost and Setting up Useful File Directories/Folders, Choosing a WP Theme, Setting up Individual Webpages Use of Basic HTML or Text Editors, Intro to Understanding Cascading Style Sheets (CSS), and the use of PHP Web Applications.

Website Development/Marketing
To improve the marketing of websites, or products on websites you will receive instruction in Internet Marketing Strategies, Deploying Pre-coded WordPress Plugins, Search Engine Optimization, Video/Audio Promotion and Marketing with Web 2.0.
(social media networks, blogging, crowdfunding)

WordPress Design & Development Certificate
Combine course work into a single, user-friendly series of classes to achieve our ultimate WordPress Design & Development Certificate. Learn to master other web applications, languages and marketing concepts as you move from basic to more advanced topics.

For more information, call 913-735-4272  www.ibsa-inc.org
IBSA, Inc.  629 SE Quincy, Suite 102  Topeka, Kansas  66603  admin@ibsa-inc.org
Creating a Business Profile on IBSA Business Directory's

1) Login at
http://www.kansassmallbizdirectory.com/wp-admin
http://www.ussmallbizdirectory.org/wp-admin
http://www.ujamaaclub.org/wp-admin
(with need to be signed up and have a ‘User Profile’ to login & add listings)

2) At the top, hover over the word ‘New”, and then click ‘Listing’...
   Here you will go line-by-line and add the appropriate information as requested.

3) If you are already logged into WordPress, you can click the ‘Submit Listing’ link located on each homepage

4) Next, provide the appropriate listing information and click “Save Draft” Be sure that you have added a detailed descriptions for the business, the correct contact information, their business address, have checked appropriate ‘listing categories’, added any descriptive listing tags, uploaded a featured image, added information regarding any special offers, and link to a YouTube Video, etc...

Remember to ask questions when you have them.... admin@ibsa-inc.org

The Online Small Business Directory serves as an online promotion & marketing resource for small, women, minority and disadvantage enterprises. We make no representations or warranties about listed businesses and are not responsible for the accuracy, policies and practices of sites that are linked to our online directory or its users.
Creating a Business Sponsor Profile Online
IBSA Directory - Wordpress Dashboard Navigation

First Step:
1) Login to the appropriate SmallBiz Directory at:
2) www.usmallbizdirectory.org/wp-admin,
3) www.kansassmallbizdirectory.com/wp-admin, or
4) www.ujamaaclub.org/wp-admin
‘Use the email address and password created during setup’

Next Steps:
1) In the Wordpress Dashboard, hover over ‘Listing’ in the sidebar to the left and Click ‘Add Listing’ or at the top of page hover over ‘New’, choose ‘Listing’

Creating a Business Profile Page:
Begin completing online business profile page by adding:
Enter Title Here: Name of the Business
Description: Add text links, pictures and a more in-depth business description
Categories: Choose (5) that identify the main product/service for the business
Listing Tags: Add a few ‘tags’ to identify business products and/or service(s)
Address Line: Start adding Street Address and Google Maps will find it

Other Business Information: Add Hours of Operation, Phone Number, Email, Website, Links to business Twitter, Facebook and/or Google+ Page,

Video & Special Offers: Add a link to any YouTube Video promoting your business and/or text, pictures, or a pre-made coupon in the area provided

* Choose Listing Price Package for the business profile being created

Adding a Logo: You can upload one picture, that may be a head-shot photo of the owner or an image of their business logo. ‘Shown on their profile’

Adding Featured Image: Click ‘Add Featured Image’ and choose a previously upload picture. The ideal image is the business logo
‘Speak with an advisor to learn how to do this task correctly’

Click ‘Publish’ when all information, photos, uploads, text, video links/embeds, etc are added.
# WordPress Website Training Checklist

**Participant Name**

<table>
<thead>
<tr>
<th>TOPIC:</th>
<th>COMPLETION DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Orientation on using WordPress</td>
<td>Date</td>
</tr>
<tr>
<td>2. Choosing a Web-hosting Provider</td>
<td>Date</td>
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<tr>
<td>2. Installing WordPress on your Web-host</td>
<td>Date</td>
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<tr>
<td>3. Choosing Plugins &amp; Widgets for WordPress</td>
<td>Date</td>
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<tr>
<td>4. Installing Plugins &amp; Widgets for WordPress</td>
<td>Date</td>
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<tr>
<td>5. Choosing &amp; Installing a WordPress Theme</td>
<td>Date</td>
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<tr>
<td>6. Setting up User Profiles</td>
<td>Date</td>
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<tr>
<td>7. Mapping out a structure for your WordPress Site</td>
<td>Date</td>
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<tr>
<td>8. Adding pictures/photos to your WordPress Site</td>
<td>Date</td>
</tr>
<tr>
<td>9. Adding Video to your WordPress Website</td>
<td>Date</td>
</tr>
<tr>
<td>10. Creating Pages &amp; Post on WordPress</td>
<td>Date</td>
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<tr>
<td>11. Social Media Plugins &amp; WordPress</td>
<td>Date</td>
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<tr>
<td>12. Effective Marketing &amp; Promotion of your site</td>
<td>Date</td>
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<tr>
<td>13. Understanding WordPress Website Analytics</td>
<td>Date</td>
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<tr>
<td>14. eCommerce – Making Money with your Website</td>
<td>Date</td>
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<tr>
<td>15. WordPress Maintenance: Backing up your site</td>
<td>Date</td>
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<tr>
<td>16. The Future of Website Design &amp; Development</td>
<td>Date</td>
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<tr>
<td>17. WordPress Website Completed</td>
<td>Date</td>
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</tbody>
</table>

*admin@ibsa-inc.org*

*IBSA, Inc. (2013)*
Streets University

Salesmanship

www.streetsuniversity.org
info@streetsuniversity.org

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Streets University Point System [Success-O-Meter]

Calling to setup the interview - 5

Being on-time and dressed appropriately - 10

Firm handshake & introducing yourself - 10
  (includes being courteous at all times)

Presenting what you are learning in the program - 10
  To build websites using Wordpress
  The basics of website code such as HTML & CSS
  (by using codeacademy.com and stating what program languages they have
  learned so far and/or about their progress)
  The concepts of salesmanship
  To better communicate with business owners, adults & peers

Presenting what the business will get for sponsoring you in the program - 10
  Listing in our online directory
  (with logo, text, Google Map, contact info, keywords/5 categories)
  Listing guarantees to increase listing r*ank on Google for location/product-based
  search

  Business profile shared on Facebook, Twitter, LinkedIn accounts
  Sharing of business related post on KansasSmallBiz Facebook page that show up
  in students feed*
  The chance to support another young person doing something positive in the
  community

Answering questions with confidence - 15
  Questions about what they are doing
  What they are learning, and have learned so far
  Questions about other Streets U activities
  (field trips, guest speakers, special projects, etc)

Asking appropriate questions - 15
  Questions about the business, business owner, product or service, industry, etc

Asking if the business owner will be your sponsor - 10
  Explaining what time commitments, other requests, etc could be expected
Streets University Point System [Success-O-Meter]

Making an appropriate exit - 5
- Thanking owner for their time
- Asking business owner if they will complete an evaluation to help them better their presentation
- Asking the business owner for a referral to another business they know

Handshake

Total Points: 85

###

Based on the premise that as each of these steps are done to the best of a student's ability, the probability of getting a business to signup as their sponsor realistically increases?

Doing well on these specific areas (at least reaching over a 59% rating) is like winning half of the battle.

The rest of victory is now within your reach and basically determined on a student's technique & ability to closing the deal.

www.streetsuniversity.org
Dear Mr., Ms., Mrs. or Dr ____________

I want to thank you for sharing time with me to learn of my participation in Streets University's computer, business and leadership programs. I also appreciate you sharing with me about your business and some other career insight that I can use as I get older.

As I mentioned during my presentation, your individual support will allow me to earn money for the school year and to earn my own laptop, iPad or notebook tablet. This will truly help me complete assignments for school and Streets U.

I have your business information and will complete your directory profile and get back with you. If I have any other question or need more information I will contact you as well.

Again, thank you for your encouragement and support.

Sincerely,

My Name
Username@streetsuniversity.org

Office Address:
629 SE Quincy
Topeka, KS 66603

Message Phone:
(785) 422-0761
Streets University - Student Business Sponsor Prospects

Name ____________________________

1. Business Name: ____________________ Business Type: _______________

2. Business Name: ____________________ Business Type: _______________

3. Business Name: ____________________ Business Type: _______________

4. Business Name: ____________________ Business Type: _______________

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12. Business Name: ____________________ Business Type: _______________

13. Business Name: ____________________ Business Type: _______________

14. Business Name: ____________________ Business Type: _______________

15. Business Name: ____________________ Business Type: _______________

Advisor Name ____________________________ Contact Phone ____________________________

www.streetsuniversity.org
(785) 422-0761
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<th>Name</th>
<th>Business Name</th>
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<td>25.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

---

**Advisor Name**

**Contact Phone**

www.streetsuniversity.org
(785) 422-0761
Salesmanship Presentations (Overview)

1) Communicating with Customers, Potential customers, Community and Business Leaders

   Verbal communication
   Non-verbal communication
   Written Communication

2) Appropriate Attire for Young Professionals

   Dressing the Part
   Girls
   Boys

3) Knowing Your Product or Service

   Products/Services Created or Provided by Others*
   Products or Services You Create

4) Setting & Reaching Goals

   Prospecting for potential customers
   Calling on potential customers
   Using your script to close a deal

Practice Exercises:

   Mock Business Interviews
   Networking in a Large Audience
   Drafting Professional Follow-up Correspondence

Textbook(s):

   *

Class Location:

   Depending on location (City, State, Neighborhood)

Class Time Schedule: Weekdays (to be determined) Weekends (afternoon/evenings)

By studying salesmanship, students can learn self-confidence, motivation, friendliness, and the persistence necessary to overcome obstacles and solve problems. Sales can offer a challenging and rewarding career for those who enjoy interacting with people from all walks of life.
Enterprise Activity Requirements

1. Explain the responsibilities of a salesperson and how a salesperson serves customers and helps stimulate the economy.
2. Explain why it is important for a salesperson to do the following:
   a. Research the business prospect to be sure the product or service meets the needs of customers.
   b. Learn all about the product or service to be sold.
   c. If possible, visit the location where the product is built and learn how it is constructed. If a service is being sold, learn about the benefits of the service to the customer.
   d. Follow up with customers after their purchase to confirm their satisfaction and discuss their concerns about the product or service.
3. Write and present a sales plan for a product or service and a sales territory assigned by your counselor.
4. Make a sales presentation of a product or service assigned by your counselor.
5. Do ONE of the following and keep a record (cost sheet). Use the sales techniques you have learned, and share your experience with your counselor:
   a. Help raise funds through sales of merchandise or of tickets to a IBSA event.
   b. Sell your services (online business listing, WordPress Website, Etc.) to local businesses and small nonprofit organizations. Follow up after the sale is completed and determine the customer's satisfaction.
   c. Earn money through selling.

1. Do ONE of the following:
   a. Interview a salesperson and learn the following:
      1. What made the person choose sales as a profession?
      2. What are the most important things to remember when talking to customers?
      3. How is their product or service sold?
      4. Include your own questions.
   b. Interview a retail store owner and learn the following:
      1. How often is the owner approached by a sales representative?
      2. What good traits should a sales representative have? What habits should the sales representative avoid?
      3. What does the owner consider when deciding whether to establish an account with a sales representative?
      4. Include your own questions. Investigate and report on career opportunities in sales, then do the following

6. a. Prepare a written statement of your qualifications and experience. Include relevant classes you have taken in school and merit badges you have earned.
   b. Discuss with your counselor what education, experience, or training you should obtain so you are prepared to excel in sales.

Resources:

Recommended Books?
Salesmanship: A historical perspective and its attributes

Salesmanship or Personal Selling is the oldest and most common form of promotion. It involves direct selling to the prospective buyer. It is a face to face and oral communication with the potential customer for the purpose of persuading the buyer to buy a particular product or service. It is an important method of understanding the needs, nature and behavior of the prospective customers and giving them full information about the product in question. The information obtained helps the entrepreneurs company manufacture the product according to the demand of customers. Being personal in nature, it is an indispensable technique of promotion. A firm undertakes personal selling with the following objectives:-

- To introduce new product or service with a personal touch.
- To create demand for the products or service so that it becomes in demand and accepted.
- To clarify the doubts of customers personally.
- To create effective selling at the least cost and to secure repeated sales.
- To provide valuable feedback to the managers, supervisors and the company.

Success of personal selling depends upon the skills of the salesman, the framework in which they work, as well as increasing their knowledge and experience. An effective salesman should be completely aware of the product/service and should be able to convince the prospective buyer. They should also know well about the company/firm they are representing and be able to answer all the queries of the customer's. To be effective, a salesman should have the knowledge of the following types:-

- **Knowledge of self**: They should be able to make the best use of their personality by continuously assessing themselves and analyzing their qualities in the light of the requirements of their job. This will help them to improve upon their strengths and overcome their weaknesses through training and experience.

- **Knowledge of firm**: They should be fully conversant with the history of the firm. They should also have a thorough knowledge of the objectives, policies, standing and organizational structure of the firm. Such knowledge will help them to utilize the strong points of the firm in personal selling.

- **Knowledge of product**: They should be able to convince customers about the features and utility of the product by removing their doubts and objections. Thus, they should have full knowledge about the nature of the product/service, relevant details, terms and conditions of sale, distribution channels used and promotional activities.

- **Knowledge of competitors**: In order to prove the superiority of his product, they must have full knowledge about the competitive products, their positive and negative features. Knowledge of competitors' sales policies, their brands and prices, etc, is also helpful.

- **Knowledge of customers**: In order to be successful, they must use the right appeal and approach. They should be able to understand the prospects correctly and quickly; and to motivate and win them permanently. They should, therefore, have complete knowledge of the nature and type of customers (their age, location, sex, income, education, etc.) and their buying motives (low price, convenience, prestige, fashion, etc).

- **Knowledge of selling techniques**: Above all, good sales representatives should be well-versed in the principles and techniques of salesmanship. They should pay undivided attention to the customer, be courteous and sympathetic towards customers, never loose patience, consider customer as the king, aim to build permanent customers and goodwill, serve the customer in the best possible manner, etc.
Personal selling has the advantage of being more flexible in operation in contrast to mass or impersonal selling through advertising. Salesmen can tailor their sales presentation to fit the needs, motives and behavior of individual customers. They can observe the customer’s reaction to a particular sales approach and then make necessary adjustment on the spot. The seller can select the target market for its product/service and concentrate only on the prospective customers. Personal selling is more effective as compared to other tools of promotion because it leads to actual sales.

**Student Need(s):**

**Professional attire**

**Boys**
Jacket – Slacks – Shirt – Tie - Shoes

**Girls**
Dress Suit – Blouse - Shoes

*Laptop w/PowerPoint Presentation
*Monthly Bus Pass
*Professional Leather Binder
*Sales Receipt Book
*Access to Barber/Hair Stylist As-Needed
*Student receives a new device after signing up 25 business sponsors to our online directory
*Monthly outing to a restaurant signed up by a student
*Graduation at end of three month course
*Two or more field trips to interesting small business, major corporation, nonprofit or foundation
*Referral to other community-based organizations, programs and activities
*Students encouraged to shop at businesses they signup or those signed up by their peers
*Every two-weeks students will give a brief overview of businesses they visited, anything unique they encountered and/or a presentation on some techno-gadget they heard about and researched

**Income Opportunity**

<table>
<thead>
<tr>
<th>Annual Rates &amp; Commission Earned</th>
<th>Price</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Business Listing Package</td>
<td>$120.00</td>
<td>50% (KSSmallBiz/USSmallBiz)</td>
</tr>
<tr>
<td>Ujamaa Club Online Listing Package</td>
<td>$90.00</td>
<td>$40</td>
</tr>
<tr>
<td>Other <em>(to be determined on a case-by-case basis)</em></td>
<td></td>
<td>Fee for Service/Contractual</td>
</tr>
</tbody>
</table>

*Annual Revenue Potential for Youth Representatives - (based on residual commissions)*

25 business listings x $120.00 = $3,000 (divided by two equals $1,500)

25 business listings x $90.00 = $2,250 (divided by two equals $1,125)

Commissions earned are determined by the rates outlined above

**Minimum Participation & Reporting Requirements**

Document all program-related financial transactions in receipt book and computerized form
Forward all subscriptions information and any financial documents to IBSA in a timely manner
Compile and maintain database of computerized files in digital formats
Create business directory profile(s) for paid subscribers they signup
All other requirements as outlined during the initial orientation and covered in the first day of class

**Proprietary Use & Authorization**

Access to the IBSA Intranet and websites for accessing information, forms and other resources
Streets Univ. Youth Enterprise Development Program -- Student Critique Form

Student Critique Form - In order to achieve the goal of this program we will need your input, please critique the presenter as honestly as possible. Contact us at info@streetsuniversity.org or admin@ibsa-inc.org with any questions, comments and recommendations.

1) Name of Youth Presenter ______________________________________

2) Understood what the student was saying? [Y] [N]

3) Student seem knowledgeable about the program, product or services? [Y] [N]

4) Student handled questions [Y] [N], and did they seem poised or unsure*

5) Student/intern pleasant [Y] [N] Did they seem to pressure you to buy? [Y] [N]

6) Did the student/intern show confidence or did they seem needy* circle one*

Would you (did you) purchase a product from this individual?

○ Yes

○ No

Additional comments:

a) Business Name

b) Your Name

c) Contact Information (phone, email or both)

Are you interested in joining our efforts as an Advisor/Mentor to one of our students?

○ Yes

○ No

Are you interested in joining us as a Program Partner or being a Guest Speaker?

○ Yes

○ No

Is your business a For-profit or Nonprofit?

○ For-profit

○ Non-profit

*Information provided will be kept as confidential and will only be used to help the student better themselves for future presentations. If you made a purchase from a youth representative, we appreciate your support. Depending on your purchase, directory listings and purchased websites are allowable business expenses for tax-deduction purposes.

Date Critique Completed ___________________________
Calculated from spreadsheet provided

<table>
<thead>
<tr>
<th>Additional Fees $0</th>
<th>IBSA Revenue</th>
<th>Partner Agency Revenue</th>
<th>Youth Rep Commissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>-</td>
<td>$1,500.00</td>
<td>-</td>
</tr>
</tbody>
</table>

**Visual Revenue/Commission Chart**

<table>
<thead>
<tr>
<th>Additional Fees $0</th>
<th>IBSA Revenue</th>
<th>Partner Agency Revenue</th>
<th>Youth Rep Commissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>0%</td>
<td>50%</td>
<td>50%</td>
<td>0%</td>
</tr>
</tbody>
</table>

*0% Opportunity Begins Here*

[CONFIDENTIAL INFORMATION]

*(Choose a goal, complete and sign Memorandum, Send back by mail)*

**Other Add-On Services**

- Video Production, Editing & Promotion
- Web Development & Maintenance (WordPress, HTML, Mobile Apps)
- Document Preparation (Flyers, Manuals, Grants Proposals, Business Plans)
- Social Network Group Page Setup & Marketing (Facebook, YouTube, Other)
- Street-Level Marketing
- Creating Other Business Profiles

**Contacts:**

*Prepared by:* Lazona Grays, Jr., President/CEO

*Main Office*

**Contact Number:** (913) 240-6247

**Contact Number:** (913) 735-4272

**info@streetsoniversity.org**

**FEIN:** 48-1137236

**A Nonprofit Organization**

IBSA, Inc. is a not-for-profit Kansas corporation established in 1993. Our network of online business directories are optimized in ways that increase both business presence listing rank on popular search engines (Google)
To see how much revenue/commission can be earned change the BLUE field.

<table>
<thead>
<tr>
<th>Business Sponsors</th>
<th>Profile Per Business+</th>
<th>Annual Listing Fee+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>1</td>
<td>$120.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

**Goal**

Program Partner | Program Partner | Youth Rep (Low-Income) | Youth Rep Earnings |
Earned Fee Per Listing | Revenue Earned | Commission Per Sale^ | Net Commissions Paid |
$                      | $                      | $60.00               | $1,500.00 |

**school age 13 - 21**

learn soft-skills, salesmanship, problem-solving, thinking skills office/clerical, website design, social media/video marketing
increase math & reading skills

**Add-On Services**

<table>
<thead>
<tr>
<th>Additional Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>

**Other Add-On Services**

Video Production
Website Creation
Document Preparation
Social Media Marketing
Street-Level Marketing
Creating Business Profiles^

Placing mouse over numbers will show descriptions.

**Partner Agency:** Branch or Nonprofit facilitating the outreach, sales, instruction

**IBSA:** Owner of proprietary online business directory network & program model.

**Primary Online Business Directory(s):**

- [www.ujamaaclub.org](http://www.ujamaaclub.org)
- [www.ussmallbizdirectory.org](http://www.ussmallbizdirectory.org)

**Primary Target-Black Business^**

**Secondary Target: Small, Women, Minority-Owned**

Provided is an example of revenue earned by recruiting Sponsors and earning $60 per paid listing. This amount may be less; depending on completed tasks, perseverance and technical skill-sets. Some assistance may require technical know-how in coding, salesmanship, cloud-technology, etc...

Student Name ____________________________________________
Parent Name __________________________ Phone ____________
City, State, Zip Code ___________________________ Reliable Email
Student Signature ____________________________________________

Parent/Guardian Signature __________________________
School Attended ___________________________ Grade ___________ Age ____________ Date ____________

By signing above, you agree to the revenue-sharing compensation arrangement prescribed above by IBSA, Inc. Partner Agency agree to remit payments when due and dedicate time, effort and expertise to assure goals are met, youth are learning to represent, and IBSA agree students will be paid at least $40.00 for each Sponsor recruited. 'Partner Agency's' are responsible to provide student reps and interns access to advice, mentors, business leads, and to facilitate any special programs, projects, courses, or workshops that aid student learning.

**IBSA Authorized Signature** ____________________________ Date ____________

[www.ibsa-inc.org](http://www.ibsa-inc.org)  facebook.com/ibsainc twitter.com/ibsaonline

IBSA Authorized Signature ____________________________ Date ____________

Phone: (913) 735-4272

IBSA, Inc. is a not-for-profit Kansas corporation established in 1993. Our network of online business directories are optimized in ways that increase both business presence listing rank on popular search engines (Google)
To see how much income/commission you have earned, change the blue field in A4.
<table>
<thead>
<tr>
<th>Remaining Balance (Profit)</th>
</tr>
</thead>
</table>

- **$60.00**

Any student that recruits 100 individual program sponsors will have EARNED $60,000 in INCOME.

**Total Student Earning Potential per Sponsor:**

- Receive Payment Due Once Task is Completed
- Gather Information for Online Program Description
- Complete Business Strategic Plan (BSA Fundraiser Proposal)
- Ask for Support (Receivables Program Sponsorship)
- Answer Questions from Prospective Program Sponsor
- Explain Other Promotional Services Provided
- Explain Listing Features/Services
- Explain the Program and their Participation
- Student meets with/Interviews Prospective Sponsor

- **$40,000 Earned**

<table>
<thead>
<tr>
<th>Remaining Balance (Profit)</th>
</tr>
</thead>
</table>

- **$10,000**

Receive Payment Due Once Task is Completed

**Student Creates Business Directory Profiles for Sponsor:**

- **$20,000 Earned**

**$120,000 (per year)**

- **Initial Year Sponsorship (Online Business Listing Included):**

**Breakdown of Payment Based on Performance:**

---

*Topica X5 6603* 629 SE Quincy
*IRSA Inc.*
### Sponsorship Levels of Government, Nonprofit & Small Business Support

<table>
<thead>
<tr>
<th>Sponsorship Level</th>
<th>Nonprofit</th>
<th>SmallBiz</th>
<th>M/W/DBEs</th>
<th>Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Year Online Business Listing: logo, text, images, video embed, Google Map, contact info, link to website &amp; social network pages, add coupons, claim profile to alter its content &amp; more</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Real-time updates to help a business or nonprofit stay informed on new opportunities &amp; changes in policy affecting their industry</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Referral to your business or organization</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Like, Share &amp; ReTweet of social media content created by the Program Sponsor</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Banner Ads on Website Homepages*</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>*IBSA, USmallBiz, KSMB, UjamaaClub</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Featured article in TK Magazine</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Trip to your business site by Students</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Sponsorship Rates

<table>
<thead>
<tr>
<th></th>
<th>Nonprofit</th>
<th>SmallBiz</th>
<th>M/W/DBEs</th>
<th>Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$120</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>$120</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>$90</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>$750</strong></td>
<td></td>
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</tr>
</tbody>
</table>

Youth & Young Adults are provided instruction on using the Wordpress Platform, capturing good video footage and to business-related documents to increase their reading, writing, math & tech competencies.

Donations & Business Listings are tax-deductible as allowable under the U.S. Internal Revenue Service Code.

Contact Us At: (785) 422-0761  www.ibsa-inc.org
<table>
<thead>
<tr>
<th>Action</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Setup (5-page)+ 'mobile-ready'</td>
<td>$695.00</td>
<td></td>
</tr>
<tr>
<td>Additional Webpage(s)*</td>
<td>$75.00 each</td>
<td></td>
</tr>
<tr>
<td>Add Images* (excluding images that come with website package)</td>
<td>$7.00 each</td>
<td></td>
</tr>
<tr>
<td>Create Social Media Business Fan/Group Page; Facebook, Twitter, LinkedIn, Yelp, Etc</td>
<td>$75.00 each</td>
<td></td>
</tr>
<tr>
<td>Create &amp; Promote (1) Online Coupon; (shared on Facebook, Twitter, Blogger, Wordpress, Google+, Etc)</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>Web Design &amp; Development Services on per/hour basis</td>
<td>$45.00 per hour</td>
<td>#hours</td>
</tr>
</tbody>
</table>

**TOTALES:** $1,200.00/year

**Basic Business Listing & Profile:**

- [ ] Add business name, address, phone, email, text, link to existing website,
- [ ] Add Google Map to business profile
- [ ] SEO optimized title, long/short description, meta tags, etc.
- [ ] Add icons with links to your business social media network page(s)
  *i.e. Facebook, Twitter, LinkedIn, Yelp, YouTube, Etc*
- [ ] Add any pre-made video embed promoting your business product or services
  *(can also help produce a 30 to 60 second video; ask for prices)*
- [ ] Will share business profile page on our Facebook Fanpages, Twitter Network and other sites

**Other:**

- [ ] Create and/or Promote online coupon(s) and/or classified ad on Facebook & Twitter
- [ ] Other Comments:
  *Social network: Reach over 56,000+ (Combination of Facebook, Twitter, Google+, LinkedIn, & YouTube Followers)*

**Premium Business Website with Wordpress:**

- [ ] Complete WordPress database installation on your existing server
- [ ] Adding color scheme, navigation, background, sidebar, and logo incorporation
  *(logo design not included)*
- [ ] Setup primary permalinks structure (so URLs contain meaningful keywords)
- [ ] Setup & configure basic comment spam blocker
- [ ] Formatting of 5 content pages with up to 5 images per page *(additional billed at $75 per page)*
- [ ] Connect website with Google Maps and other online resources for mobile market visibility
- [ ] Install Facebook, Twitter, LinkedIn, Google+, Etc. share/tweet buttons
- [ ] Include contact page built with industry-compliant form
- [ ] Integrate YouTube Video on designated page or posts
- [ ] Setup categories primary to keep your site organized
- [ ] Install and configure SEO plugin
- [ ] SEO optimized title, long/short description, meta tags, etc.

**1st Yr Directory Listing Free**

**$120 Annual Listing Fee**

**Requires purchase of webhosting, domain name and specialty Wordpress Theme (valued at $180.00)**
Video production procedures

Give interview outline to business owner to study and prepare while you setup cameras

Setup 2 to 3 video cameras

One close shot of owner speaking, one wide angle

Ask owner introductory questions:

1) Their name
2) Name of business and location(s)
3) Products and/or services provided

Ask more questions...

Why they went into business
Overall business goal and aspirations
Any best selling items or most common services people pay for

Ask closing questions:

Do the business have a fan page for the business like Facebook, Twitter, YouTube, etc

*Have owner tell what their business fan page is so we can add it to the video
*How can people contact them?
*Phone number and email
*Does business have a website

Anything else the owner wants to say...

Any specials or discount for those that contacts them or stops by their business after watching the video

Thank business owner

Pack up video cameras and leave

Give video cameras to instructor along with any notes taken during the video shoot

###The End###
It is a requirement that the individual selected for Streets University (StreetsU) must be a bona fide resident of ________________ with legal residence at the time of the interview.

This information must be reviewed and signed by a parent or guardian of the prospective student.

This form must be submitted with a StreetsU Techpreneur Program Enrollment Application.

I fully understand that as a condition of program participation with Streets University, all youth participants must reside within the boundaries of __________________ as of their interview or orientation.

I fully understand that as a condition of participation with StreetsU, all selected youth are required to attend an orientation provided by approved staff members of IBSA or one of our ‘Program Partners’. If my child is selected to participate in the program, as the parent / guardian, I permit IBSA, Inc. to proceed with the process as part of the program requirements and procedures.

The legal address for the below named StreetsU applicant is within ________________ County limits:

[ ] YES  [ ] NO

Youth Applicant Name________________________  Current School________________________

Gender [ ] Male  [ ] Female > Internet Access [ ] YES  [ ] NO > Email: [ ] YES  [ ] NO

Address________________________  City________________________  Zip Code

Print Parent / Guardian Name________________________  Signature of Parent / Guardian________________________

Date:________________________  Date:________________________

RETURN THIS PAGE WITH APPLICATION

It is very important that applicants and parent(s) / Guardian(s) read through this information carefully and completely.

Application Received By_________________________________  Title________________________

IBSA or Program Partner Staff

Accepted to program: YES [ ] NO [ ]  Attended Orientation: YES [ ] NO [ ]

Youth Referred By________________________  City________________________

Referral Source

WIOA [ ]  JJA [ ]  TANF [ ]  Foster Care [ ]  Agency [ ]  School Counselor [ ]  Other [ ]

Visit www.streetsuniversity.org for more information

Detach And Keep Pages 2 - 5
Only Return Pages 1 & 6 with a letter of recommendation to the Program Administrator

A Youth Tech & Enterprise Development Program
**Streets University - A Youth Tech / Enterprise Development Program**  
**Youth Techpreneur Initiative**

**Required Document Checklist**

To determine if you are eligible for StreetsU, you must bring documentation with you to orientation.

**Bring Copies Only – Original Documents Can Not Be Accepted**

To determine age eligibility, you must bring a copy of one item from Category 1.

To determine City/County residency eligibility, you must bring a copy of one item from Category 2.

If you are selected for StreetsU, you will be required to provide additional documents to prove commitment to both learning and earning. Further details will be provided to the students selected to participate in the program.

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Category 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proof of Age</strong></td>
<td><strong>Proof of Address</strong></td>
</tr>
<tr>
<td>o State Drivers License or I.D. or</td>
<td>o Home Utility Bill or</td>
</tr>
<tr>
<td>o Birth Certificate or</td>
<td>o Current Lease or Mortgage Statement or</td>
</tr>
<tr>
<td>o Valid U.S. Passport</td>
<td>o Official Mail from Federal, State or City Agency</td>
</tr>
</tbody>
</table>

**COMMENTS:**

---

**www.streetsuniversity.org**

Accepted to program: YES [ ] NO [ ]  
Attended Orientation: YES [ ] NO [ ]

A Youth Tech & Enterprise Development Program
Participant Intake & Assessment Checklist
Youth Enterprise Program

Date

[ ] Enterprise Development [ ] Job Readiness
[ ] Community Service [ ] Walk-In

Name:

City, State, County:

*Email:
Facebook [ ] Twitter [ ] YouTube [ ] Dropbox [ ] Drive [ ]

Career Aspiration:

[ ] Attended group orientation and one-on-one follow-up
[ ] Formally enrolled in program ‘Parental Signature’
[ ] Completed online registrations to related websites
  i.e. StreetsU. portal, PayPal Setup, Other
[ ] Paired up with Program Advisor and/or Mentor
[ ] Completed Core Workshop: Intro into Salesmanship
[ ] Completed a basic script used to recruit sponsors
[ ] Fitted for program attire & received books & supplies
[ ] Added a business profile to our WordPress directory
[ ] Added a logo, images, and hyperlinks to the profile
[ ] Follow-up letters and revisits to business owners
[ ] Understands the difference between wage, residual & commissioned income (saving / financial literacy)
[ ] Competency in going online to complete projects
[ ] Completed 5 interviews with local business owners
[ ] Setup cloud-based accounting/recordkeeping system
[ ] Proficient Knowledge Using WordPress Dashboard

Field Trips:
[ ] Google Fiber Space
[ ] Kauffman Foundation
[ ] Other:

Advisor/Mentor

Phone#

Nominated By

Nominations: KS Young Entrepreneur [ ] Other [ ]

The AccessPoint Program is a program component of Streets University; a Division of IBSA, Inc. (913) 735-4272

Proficiency Assessment (circle one)

Document Preparation
(no skills) (average) (above average)

Thank You Letters
(no skills) (average) (above average)

Follow-up Letters
(no skills) (average) (above average)

Spreadsheets
(no skills) (average) (above average)

Software Applications

Word
(no skills) (average) (above average)

Excel
(no skills) (average) (above average)

Other: i.e. Gmail, Wave Accounting, Adobe, Cloud...

Coding / Programming:
(HTML) (CSS) (Javascript) (Php) (Other)

Internet Browsers:
(Internet Explorer) (Chrome) (Mozilla) (Other)

Internet Navigation: (Digital Literacy)
(Websites) (Email) (Social Networks) (Search) (Social Networks)

Website Builder Platforms:
(WordPress) (Weebly) (Wix) (Serif)

Office Equipment: copier, fax, printer, computer
(Copier) (Printers) (Multimedia) (USB Storage)

Other Related Documents:
(references) (letters of support) (certifications)

Strategic Prospecting & Marketing Plan:
(needed) (completed) (under review)

Contracting Knowledge: (fee-for-service)
(no skills) (understand) (training needed)

Staff/Instructor

Referred By: [ ] WIOA [ ] TANF [ ] HUD [ ] JJDP

Referral Phone#

Program Start Date _________ End Date _________

Advisor/Mentor State/City: KS [ ]

Accepted into program: [ ] Yes [ ] No [ ] Other __ *
IBSA Youth Programs
(This is a Training Program for IBSA Youth Participants)

PARTICIPANT TRAINING: TIME AND ATTENDANCE REPORT

Please type or print – DO NOT use pencil, white out or eraser.

<table>
<thead>
<tr>
<th>PARTICIPANT NAME:</th>
<th>Program: Streets U. [ ]</th>
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<td>PROGRAM PERIOD: #</td>
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Active Hours
Grand Total

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<tr>
<th>SLA*</th>
<th>CTH**</th>
<th>FW***</th>
<th>Grand Total Hrs</th>
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I hereby certify the hours reported are true, correct and complete to the best of my knowledge and belief.

* Service Learning Assignment Hours
** Classroom Training Hours
*** Field Work / Internships

Program Participant Signature | Date Signed | IBSA Program Manager Printed Name
Advisor/IBSA Staff Printed Name | Program Manager Signature | Date Signed
Advisor/IBSA Staff Signature | Date Signed | Classroom Locations
Advisor Business/Nonprofit Name
Advisor City & State

ADDRESS
CITY/STATE/ZIP
Partner Agency Email

Sign & Submit timesheets to any program location by noon. Scanned copies are acceptable.

IBSA, Inc. Youth Enterprise Development Initiative (913) 735-4272 www.streetsuniversity.org