I. Welcome & Introductions  
Pete Bozetarnik

II. Minutes of the Board Meeting of July 20, 2017  
Rick Stone

III. Chairman’s Report  
Pete Bozetarnik

IV. Committee Reports

A. Finance  
Mark Veil

B. Audit FY17  
Gary Hennings

C. Development  
Dena Kennedy

D. Brand  
Claudia Kirk Barto

E. Education  
Rachel Ramos

F. Volunteer  
Melissa Nash & Michele Tierney

G. Board Development  
Pete Bozetarnik

H. Governance  
John McGowan

   a) By-Laws

I. President’s Report  
Claudia Kirk Barto

V. Old/New Business  
Pete Bozetarnik

   a) Board Retreat Follow-Up – Focus 2017-2018 (vote)

   b) NPF Standard Requirement - Intern/Volunteer Policies & Receipt (vote)

   c) NPF Unmet standards

VI. Adjourn

*Our mission is to prepare and inspire young people to succeed in a global economy through classroom programs and simulations that focus on work readiness, entrepreneurship, and financial literacy.*
I. Welcome

Pete Bozetarnik called the meeting to order at 8:04 a.m.

II. Minutes of the Board Meeting of June 15, 2017

Pete Bozetarnik asked for a motion to approve the minutes of June 15, 2017. Motion was made by John McGowan, seconded by Dr. Mary Ann DuPont. All in favor, none opposed, Minutes were unanimously approved.

III. Chairman’s Report

Pete thanked Glenn Schanel for raising his concerns regarding the proposed 2017-2018 Budget. Hitting our revenue numbers for years has been a challenge and Pete was glad to see that Glenn and other board members recognize that issue. We don’t have a lot of levers as we have staff, materials and rent, which makes up almost 75% of our entire budget. The expense side is easy to calculate but the revenue is where we run into our troubles. At our board retreat, we decided that increasing student count is very important to all of us and our community so we work backwards. We say if we want to reach 25,000 students which is the goal for this current fiscal year, this will require staff and materials of certain amounts and that gets us to the expense side of the equation. In order to
hit that expense side, we have to work backwards on the revenue side very strategically and logically to meet a budgeted goal. The budget that we are presenting today is on a cash basis of accounting. We need to remember that we received the Farris money of $200,000. We recognized all of that in the 2016-2017 tax year but will receive $100,000 of the cash in the current fiscal year. Although the revenue items may seem aggressive it is what we have to do to make this organization move forward. If we look at fiscal 2016-2017, add the accrual basis income to the expected budgeted accrual loss in 2017-2018, we are barely breaking even. If we lower the income anymore, we are going backwards. The revenue issue is something we have to resolve. We have come up with a strategic plan focusing on the corporate giving which didn't do well last year so we revamped the entire program linking corporate sponsorships into our events so we need to chase more individuals. When we left the retreat we had five goals: Goal one: Increase the student count so that told us what we needed to do on the expense side; Goal two: Volunteer management, retention and recruitment which is very important if we are going to hit those students; Goal three: Hit our funding goals and how we were going to chase those dollars, grants, foundations and corporate; Goal four: Build a stronger and more active board; Goal five: Branding. When Pete looks at these five goals, it isn't just a staff issue or a board issue it is a JA issue. If the staff, the board, chair committees and our actual committees work together and stay focused he feels we can meet these goals.

IV. Committee Reports

A. Finance

Mark Veil

Financial Statements: The balance sheet as of June 30, 2017 shows total assets of $361,000. $158,000 in cash, $187,000 in receivables. Keep in mind that $150,000 of that $187,000 is from the Farris Foundation. We will get two $50,000 checks in the upcoming fiscal year and then another $50,000 check in the year after that. As of June 30th, we wrote off approximately $4,000 in old receivables as we didn’t feel we would receive them. By way of reference, at the end of last year June 30, 2016 we had $140,000 in cash and $268,000 in total assets. Liabilities: As of June 30, 2017 we have $12,600 which is relatively small. The larger part of that is $11,000 in accrued vacation and sick which has not been adjusted for the current year amount. If we look at last year at June 30, 2016 we had $30,000 in liabilities and the difference roughly is the bank loan we have which is currently paid off. We ended up with net equity of $348,000 and that compares to $238,000 in the prior year. Keep in mind that a lot of this had to do with the Farris Foundation grant coming in towards the end of the year.

Profit and Loss: Actual revenue of $964,000 for the year compares to our budget of $980,000 so we are under about $16,000. Again keep in mind that the Farris Foundation accrual of the $150,000 is in that, in the actual number for the year. By way of reference the total revenues for 2015-2016 was $813,000. The variances have not changed from the prior discussions. Individual giving: Under for a while now; Corporate giving: Primarily the
corporate campaign; Foundations: The Stiles Foundation and Esther B.
O'Keeffe extra monies have helped there; Special events: Some of the
foundation monies have been designated so those aren't really under as it
appears there; Grant income: Over $155,000. The Farris cash plus the accrual
so $200,000 of that is the Farris grant. Expenses: $855,000 for the year
actual, budgeted $942,000. Looking at 2015-2016, we had actual expenses of
$857,000 which goes to the point that Pete made that our expenses are fairly
consistent from year to year. The biggest impact is salaries or if we serve
more students our program costs go up. If we look at the budget of $942,000,
under $87,000 primarily from salaries and having open positions during the
year. There are a couple of items that are over expended and the office costs
are under expended. For the year ended July 1, 2016 to June 30, 2017 on an
accrual basis we end up with $108,000 in revenue that compares to the prior
year of a $44,000 loss.

Budget FY17/18: This year Claudia put together a budget message to
explain what was going on and make things easier. It also explains some of
her thoughts as to why the revenues were budgeted higher and the reasoning
and thoughts as to why those numbers are achievable. A lot of it also comes
down to new staff and new commitments to some of the projects. Also, Pete
did an excellent job in summarizing that it is really going to take a big
commitment from the board to help out and achieve the revenue side of this
budget. The budget is on a cash basis. We do that so that we know at any
point and time where we are expected to be cash wise. We are proposing
revenues of a little over $1,011,000 and proposing expenses of $978,000. If
that all works out we will have an increase in cash of about $35,000 for the
year. If we notice that there are two months where our cash does go negative;
we will have to use the line of credit if we don't accelerate revenues in the
early months of the year. Fortunately they are small and will be paid back in
six months of the year. Pete commented that this budget, and it has been
raised by Glenn, it is the increase in special events. You see that number
does have a sizable increase year over year. He feels that if we aren't going
to make that level of revenue for that level of commitment, we really need to
decide are these the right events. If we are going to, as a board and
organization, do these events, it is up to all of us in finding that committee
chair and getting that committee built and actually hitting numbers like this,
otherwise it is not really worth our effort. He thinks it will be the biggest
transition of this budget. He feels that if we can't, we need to look at the entire
income stream going forward and saying is this the model. The original draft
of the budget that everyone looked at last month had some raises in which
we've removed in order to give us a budget that we think we can meet and
live with. Pete does stress that as we approve this budget that hopefully we
will have a successful year that we believe we can based on the new strategy
and that we visit the issue of yearend bonus' for our staff because at this point
we have not provided them an increase. Compared to other JA's around the
country, our staff is still below the median in staff compensation. That is an
area we need to get up to limit turnover but first we need to get the money in
the door first before we spend it. If we know that we are not going to hit these
numbers, the Executive Committee, Finance Committee and Claudia are ready to turn the personnel lever.

Pete Bozetarnik asked for a motion to approve the fiscal year 2016-2017 financials as presented. Motion was made by Mark Wade, seconded by John McGowan. All in favor, none opposed, the fiscal year 2016-2017 financials were unanimously approved.

Pete Bozetarnik asked for a motion to approve the Budget for the fiscal years 2017-2018 as presented. Motion was made by Dena Kennedy, seconded by John McGowan. All in favor, none opposed, the Budget for fiscal year 2017-2018 has been unanimously approved.

B. Audit FY17  
Claudia Kirk Barto

We had a meeting and the field work will begin August 14th. Mark Veil said we are on track and should have everything in order.

C. Development  
Dena Kennedy

**GEW Luncheon:** The entire board is going to move forward with the GEW luncheon on November 15, 2017. Dale Hedrick is the keynote speaker. The location will be secured soon, with the “Save the Date” being finished by Monday. At the board retreat, the board indicated that they wanted to become involved and we have a strong board and the focus will be getting them more engaged now and in the future. Phone calls will be going out to get your ideas to work to help get those dollars for our Budget.

**Play for JA Par 3 Golf:** Pete has once again agreed to chair this event. This will take place on October 14th. Pete looks forward to everyone’s involvement.

Rachel indicated that Bob and Rachel met with the Riviera Beach CRA. They are interested in us coordinating an entrepreneurship program for students in Riviera Beach during the winter, spring and summer breaks. They also spoke about us using the Marina Convention Center as we are interested in having JA BizCamp there next summer. We sent a proposal to them and they are interested in financially supporting the programs for the breaks and providing us a space for free. Next week they have another meeting with the CRA in Lake Worth and Northwood CRA. Claudia indicated that this is new and different and isn’t part of our budget, again reaching students out in the community versus just in the school setting.

D. Brand  
Claudia Kirk Barto

Claudia is currently at the JA Worldwide Global Leadership Conference. The biggest part of brand is being one JA and tapping into our JA alumni and creating an alumni database. The 100th anniversary for JA will be in
2019 and will start in the beginning of 2018. There will be a 100th anniversary book which will help us build the brand. They also made a video to show our worldwide impact. This is huge as it shows that it isn’t just JA in our community but worldwide with partnerships around the world.

We are getting press releases out, our information on the Charity Registers, posting on social media and getting our events on the calendar. Next week, Mayor Jeri Muoio will be at JA BizCamp and Clare O’Keefe. These are great photo ops. The staff has done a great job taking photos and posting them. Please like and share on social media. We did not put a PR consultant in the budget as we are looking at starting a brand committee and Claudia has folks in mind in the industry this year that she will reach out to. Dena wanted to thank everyone for putting the calendar in the packet as it is very helpful and a great reminder.

E. Education

Rachel Ramos

They had the re-launch of JA Girl$ dinner thanks to Joey and Steve for going and hosting it. There were some new and returning volunteers. There is a larger group of volunteers that weren’t able to attend but are committed to volunteering. We have enhanced the program this year thanks to Wells Fargo and the Women’s Foundation. We will be able to not just have an in class kit program but some pop up JA Girl Talks which will culminate into a JA Day of the Girls event in March during women’s history month. Joey thanked everyone for their support. April 25th will be the final Pitch competition with the venue being at The Kelsey Theater in Lake Park. It is owned by A.J. Brockman, an alum from Palm Beach Gardens High School who just won Young Entrepreneurship of the Year from Chamber North. He will hopefully be one of our judges or participating during GEW at Gardens. Rachel would like to have a large group come from the community as they want to do a “Call to the Heart” to raise money. They also need judges so please email Rachel if you know of anyone or would like to be a judge yourself. Les Langberg, one of our past Judges is returning. Dr. Christiansen was curious to see if since we signed the MOU with the District and JA if we had any increase in student involvement or if the goals were more about this upcoming year. He is asking as he would speak to David at the Principal Supervisor Retreat next week. Rachel said we had for the whole year a 42% increase from last year. Also on the District level people have reached out to us to help coordinate efforts. Dr. Benavente has been so passionate and helpful. We decided to start off with the medical academies because of his passion. We have partnered with St. Mary’s Medical Center volunteer program to help provide volunteers to go into the medical academy classrooms. There has been a huge difference. On the administrative level from the schools, the assistant principals and principals have been so receptive. It has been a lot easier to reach out to the schools and they are signing up for programs which is something that hasn’t happened in such a large way in the past.
F. Volunteer Committee

Claudia Kirk Barto

No report given. Both Michele Tierney and Melissa Nash are on vacation. Claudia did indicate that they said last month that they would be sending out a follow up email regarding our LPBC civil engagement project. This went out and they were very excited to receive that. She said it was nice to see how many are engaged from LPBC with JA.

G. Board Development

Pete Bozetarnik

Trey Fogg is a banker from Fifth Third Bank's who has just sent in his application. Pete has known him for a while. There are also Bob Schafer, Darrell Searcy and Michael Simms. Pete has upcoming lunch meetings with Bob and Michael. He is asking the board to find other new board members. Pete feels that if everyone does that we can achieve our goals. Claudia did say Darrell Searcy will be sending in his application. Dr. Christiansen indicated that he is in the same class at LPBC with Trey Fogg where they both worked together in the Glades on a proposal for a special store for supplies. He is really outstanding and excited about contributing to JA. He also has young children and wants to be involved in all our efforts.

Pete Bozetarnik asked for a motion to approve Trey Fogg to the board. Motion was made by John McGowan, seconded by Dr. Mary Ann DuPont. All in favor, none opposed, Trey Fogg is unanimously approved.

H. Governance

John McGowan

John said the By-Laws need to be reviewed this fall. If anyone needs another copy to let Claudia know. If there are any questions, comments, suggestions, let John know. Mark Veil did reach out to John and he will get back to him. These will go before the committee and get them to the Executive Committee in September or October and act accordingly.

I. President's Report

Claudia Kirk Barto

Claudia wanted to thank everyone for sending her to the JA Global Leadership Conference in Atlanta. She talked before about the alumni and the international engagement. There was a panel brought together by JA Worldwide and “WOW” is the only word she can think of. They had entrepreneurs from all around the country and connectors. One on the panel was Katie Harbath, Facebook. Mark Thompson, a motivational gentlemen and David Meltzer, the sports marketing guy. The movie Jerry McGuire was based on him. Also, the gentlemen Walter O'Brian (Scorpion) who at the age of 13 hacked into NASA and was hired by Homeland Security at the age of 16. They talked about how anything is possible through JA and what we do and how we impact young people to see their opportunities and futures was amazing. Claudia hopes we can to
that with the folks that we have in our community that are at the level like these people are. Also, the discussed corporate social responsibility and the corporations and how they are engaged. Some of them were from FedEx, HSPC, Delta, and Citi. Discussions were on how do we communicate with those corporations and relationships, and above all else, every single one talked about doing your homework, engaging their employees, following up and talking about the engagement. Claudia wanted to thank everyone for letting her be a part of JA.

V. Old and New Business

A) Mission Statement (Vote): Pete read the mission statement aloud which was included in the packet.

Pete Bozetarnik asked for a motion to approve our Mission Statement. Motion was made by John McGowan, seconded by Mark Veil. All in favor, none opposed, Mission Statement is unanimously approved.

B) Board Retreat Follow-up Focus 2018 Draft: Pete thanked the board and staff who came to the retreat. This Focus lists the five goals which are the strategies, tactics and how we measure success for each of them. The outcome from the retreat is that we come up with great ideas and build action plans but we never implement them. After everyone takes a look at this, Pete is asking that if anyone has any questions, reach out to Claudia, Pete or Rachel. Pete would like to have this approved at the August meeting.

C) JA Calendar for 2017-2018: We are going to start getting calendar requests for community events that JA is doing for the larger events and Pete suggested to give everyone a list of events about 30-60 days out to put on their calendars. The hope is that the board members will see something that will spark their interest, put it on your calendar and support JA at these events. Claudia thanked those that have already committed to attending some of our upcoming functions.

VI. Adjourn

Pete Bozetarnik asked for a motion to adjourn. Motion was made by Dena Kennedy, seconded by John McGowan. All in favor, none opposed, meeting was adjourned at 8:50 am.

Minutes recorded via: iMeet and transcribed by: Janice Geary

Date: August 8, 2017

Signature: ________________________________

Board Secretary Approval: Print Name ______________________ Date: __________

Signature: ____________________________________________
### ASSETS

#### Current Assets
- 1000 · Cash & Equivalents: $140,886.10
- 1100 · Petty Cash: $435.57

**Total Checking/Savings**: $141,321.67

#### Accounts Receivable
- 1200 · Accounts Receivable: $222,479.90

**Total Accounts Receivable**: $222,479.90

**Total Current Assets**: $363,801.57

#### Fixed Assets
- 1400 · Furniture, Equipment & Computer: $10,518.88

**Total Fixed Assets**: $10,518.88

**TOTAL ASSETS**: $374,320.45

### LIABILITIES & EQUITY

#### Liabilities
- 2000 · Accounts Payable: $22,322.18
- 2010 · Business Credit Card: $438.75
- 2060 · Publix Card - 0078: $47.54

**Total Credit Cards**: $486.29

- 2100 · Payroll Liabilities: -$3,024.34
- 2170 · Accrued Liabilities: $11,349.14

**Total Other Current Liabilities**: $8,324.80

**Total Current Liabilities**: $31,133.27

**Total Liabilities**: $31,133.27

#### Equity
- 3300 · Restricted Fund - General: $28,020.20
- 3500 · Unrestricted Fund Balance: $704,927.34
- 3600 · Unrestricted Retained Earnings: -$386,320.98

**Net Income**: -$3,439.38

**Total Equity**: $343,187.18

**TOTAL LIABILITIES & EQUITY**: $374,320.45
### Profit & Loss Budget vs. Actual

**Junior Achievement of the Palm Beaches & Treasure Coast, Inc**

**July 2017**

#### Ordinary Income/Expense

<table>
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<tr>
<th></th>
<th>Jul 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 · Individual Giving</td>
<td>750.00</td>
<td>10,000.00</td>
<td>-9,250.00</td>
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<tr>
<td>4100 · Corporate Giving</td>
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<td>0.00</td>
<td>10.75</td>
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<tr>
<td>4200 · Foundations</td>
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<td>17,500.00</td>
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<tr>
<td>4300 · Special Events Gross</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>4400 · Special Events Costs</td>
<td>-2,196.01</td>
<td>-50.00</td>
<td>-2,146.01</td>
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<td>4600 · Grant Income</td>
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<td>4800 · Tuition &amp; Fees</td>
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<td>4885 · Franchise Fee</td>
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<td>0.00</td>
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<td><strong>Total Income</strong></td>
<td>90,447.74</td>
<td>73,108.00</td>
<td>17,339.74</td>
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#### Gross Profit

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<th>Jul 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
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<td><strong>Expense</strong></td>
<td></td>
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<tr>
<td>5000 · Salaries/Taxes/Benefits/Train</td>
<td>60,546.60</td>
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<td>5500 · Consulting/Professional Fees</td>
<td>6,710.02</td>
<td>2,550.00</td>
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<tr>
<td>6000 · Repairs &amp; Maint/Computer Servic</td>
<td>2,169.99</td>
<td>2,542.00</td>
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<td>6500 · Programs and Program Support</td>
<td>18,779.70</td>
<td>5,200.00</td>
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<tr>
<td>7000 · Office/Postage/Printing/Outside</td>
<td>4,594.71</td>
<td>6,271.00</td>
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<tr>
<td>7500 · Other G &amp; A Expenses</td>
<td>1,086.10</td>
<td>1,122.00</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td>93,887.12</td>
<td>86,557.00</td>
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#### Net Ordinary Income

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<th>Jul 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
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</thead>
<tbody>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>-3,439.38</td>
<td>-13,449.00</td>
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#### Net Income

<table>
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<th>Jul 17</th>
<th>Budget</th>
<th>$ Over Budget</th>
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<tr>
<td><strong>Net Income</strong></td>
<td>-3,439.38</td>
<td>-13,449.00</td>
<td>10,009.62</td>
</tr>
<tr>
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<td>2</td>
<td>Amidon, Roger</td>
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<td>Cardenas, Joe</td>
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<td>4</td>
<td>Deese, John</td>
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</tr>
<tr>
<td>5</td>
<td>Dodge, Dusty</td>
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<td></td>
</tr>
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<td>6</td>
<td>Duffell, Andrew</td>
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<td>7</td>
<td>Goldstein, Gabriel</td>
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<td>8</td>
<td>Haywood, Kenyetta</td>
<td>Aug-17</td>
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<td>9</td>
<td>James, Curtis</td>
<td>Apr-17</td>
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<td>10</td>
<td>Klein, Stuart</td>
<td>Aug-17</td>
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<td>Kohlhoff, Margo</td>
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<td>LaBanz, LeeAnne</td>
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<td>13</td>
<td>Magar, Mary Lynn</td>
<td>Apr-17</td>
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<tr>
<td>14</td>
<td>Mathé, Michael</td>
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<tr>
<td>15</td>
<td>Price, Alex</td>
<td>Mar-17</td>
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<tr>
<td>16</td>
<td>Searcy, Darrell</td>
<td>Jul-17</td>
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<td>17</td>
<td>Simms, Michael</td>
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<tr>
<td>18</td>
<td>Weber, Tom</td>
<td>Mar-17</td>
<td></td>
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Updated: August 10, 2017
President’s Report
August 17, 2017

K.P.A. #1 Student Impact

2015-16 Student Impact Total: **14,851**
2016-17 Student Impact Goal: **18,152**

Our current student number is **21,839**
Our current contact hours are **140,538**

K.P.A. #2 Programs

JA USA has updated programming, including the JA More than Money kit that is used for after school programs. There have also been changes to JA BizTown software; Brittany will be attending JA USA scheduled webinars as well as participating in a pilot group that JA USA monitors.

There are several new schools already confirmed for 2017-2018 on the Treasure Coast.
The JA BizTown calendar is filling up fast. We anticipate adding approximately 15 new schools this year. Cholee Lake Elementary is our first new JABT site confirmation for this school year!
JA Girl$ will begin this school year, new and returning volunteers attended a dinner and were greeted by our Board member Joey Deloa Davis and Steven Lenehan.

JA Pivot&Pitch: On April 25th JA Pitch will be held at the Kelsey Theater in Lake Park. We have five judges confirmed to participate; Les Langberg will return along with Leigh-Ann A. Buchanan, Esq. (Executive Director Café Venture Miami), Dr. George Stamus (Professor Keiser University), Joe Russo (Palm Beach Tech), & Stacey Copeland (FL Crystals). We are currently seeking an MC for the event. Both JA Pivots will be held at Keiser University Flagship Campus. Dr. Stamus will be introducing the team to his entrepreneurial club so that they can mentor JA Company students. JA Company students will also have the opportunity to attend the KU Pitch competition on April 5th at KU.
Bob will attend the Career and Technical Education Pre-School Conference on August 9th.
We have several Entrepreneur’s lined up to participate during Global Entrepreneurship Week. Bob and Kaitlyn are contacting schools to schedule.
PrimeTime conducted their annual audit on 8/2/17. PrimeTime was very impressed with JA BizCamp as well as the new JA More than Money curriculum.
Kaitlyn appeared on a Facebook Live webcast with Sitting in a Garage with Eric w/Eric Bucher to promote JA.

Partnerships and Collaboration:

Claudia interviewed students for St. Mary Auxiliary scholarships.
Claudia attended the LPBC Office Holders committee meeting.
Claudia met Clare O’Keeffe at JA BizCamp for their ice cream social and then went to lunch.
Claudia and Cam Collins, (Dockmaster.com) met at Johan Joes to discuss Board engagement, PB Tech and GEW.
Charles Orozco from First Republic Bank and Claudia had a lunch meeting to discuss Corporate Sponsorship.
Angel Adams from Lesser, Lesser, Landy & Smith met with Claudia to discuss Corporate Sponsorship.
Claudia attended the viewing and panel discussion of the documentary “The One that Got Away” with Dr. Avossa at PBSC.
Perry Borman and Claudia had a coffee meeting to discuss non profit management and strategic partnerships.
Claudia and Kathy Anderson of Morgan Stanley Wealth Management met to discuss Corporate Sponsorship and community engagement.
Terry Wittek of Looper Golf and Claudia met for a meeting to discuss sponsorships and partnership.
Claudia and Mary Robinson met to discuss Claudia joining the Palm Beach Civic Association.
Peter Bernhardt and Claudia met for lunch at City Cellar to discuss the Honda Classic and other connections.
Claudia and Kelly Ring met to discuss consulting on JA’s upcoming events.
Claudia presented the Paul Harris Fellow Plaque Dr. Robert Avossa on behalf of the WPB Rotary.
Rachel and Bob met with the Lake Worth CRA. A proposal for funding for a new initiative JA SPARK; engages MS/HS students during after school, and Winter/Spring/Summer breaks was presented. The Lake Worth CRA is very interested and coordinated a meeting with the Mayor of Lake Worth. Rachel and Bob met with Mayor Pam Triolo. She expressed her full support and excitement specifically for Job Shadowing opportunities and JA SPARK. Mayor Triolo stated that she will be inviting Rachel and Bob to her Education Council meetings. The Lake Worth CRA stated that they would be adding JA SPARK into their annual budget. A follow-up meeting will be scheduled to manage details.
Mayor Flores, City of Greenacres is interested in Job Shadow and JA SPARK. A proposal was sent to him and a follow up meeting will be scheduled.
Rachel and Bob will be meeting with both the Lake Park and Lake Clarke Shores CRA to propose financial support.
Seaside National is committed to funding Dr. Mary McLeod Bethune Elementary School programing.

K.P.A. #3 Volunteers

Wells Fargo will be volunteering on September 8th at Grassy Waters for a JA in a Day.
The JA “Volunteer Voice” will be sent out later this month with several volunteer opportunities.

K.P.A. #4 Board Development

Darrell Searcy indicated that he is traveling until mid-August and will be joining the board.
Claudia and Pete had their monthly lunch meeting.
Pete and Michael Simms, Chair of PB Gardens HS Advisory Board had a great lunch meeting and was sent a new board member packet.
Kenyetta Haywood of the PBCSD was interested in joining our board and was sent a new board member packet.
Stuart B. Klein of The Wagner Law Group met with Claudia and was also interested in our board. He was sent a new member board packet.
Claudia has starting her annual meetings with board members to discuss their participation and commitment with JA.

K.P.A. #5 Funding

Grants/Foundations

<table>
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<tr>
<th>RECEIVED</th>
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<tbody>
<tr>
<td>The Lattner Family Foundation: $15,000 7/10</td>
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<tr>
<td>Women’s Foundation of Palm Beach: $2,500 7/10</td>
</tr>
<tr>
<td>Lockheed Martin: $7,500</td>
</tr>
<tr>
<td>HSBC: $2,500</td>
</tr>
<tr>
<td>FedEx: $20,000</td>
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<tr>
<td>Frueaff Foundation: $10,000</td>
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<tr>
<td>Singing for Change: $10,000</td>
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<tr>
<td>Charles Lafitte: $20,000</td>
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<tr>
<td>Charles M. &amp; Mary D. Grant Foundation: $40,000</td>
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<td>Impact 100 PBC: $100,000</td>
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<table>
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<tr>
<td>FedEx: $20,000</td>
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<td>Charles M. &amp; Mary D. Grant Foundation: $40,000</td>
</tr>
<tr>
<td>Impact 100 PBC: $100,000</td>
</tr>
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</table>
Lost Tree Foundation: $15,000
Ballen Isles Charitable Foundation: $15,000

DENIED
Youth Services Department: $60,000 (three years)
Quantum Foundation LOI

Special Events

New Sponsorship Packages
Waste Management has agreed to sponsor a Tee Sign at Par 3, $1,000 for JA Gala and $5,000 for a JA BizTown position. Rachel sent the updated proposal.
Declined requests for sponsorship, WaWa, Tide Marine, Skeleton Optics, Levitz Family Foundation, Dicks Sporting Goods and Peoples Trust.

JA Young Professionals
The Young Executive Society (YES) met for the first time on August 2nd at Christopher’s Kitchen. There was a great response to the direction of YES and plans are being made for upcoming events. Kaitlyn has spearheaded this initiative and has done an amazing job.

K.P.A. #6 Brand
Working on listings in Charity Register and Social Calendars

K.P.A. #7 Staff K.P.A. and #8 Operations
Our intern, Jessica Hammett, is off for her Freshman year to the University of North Florida. Jessica has been a wonderful member of the team working closely with Rachel and the entire team. She has been able to work on both development and program related projects. We have provided Jessica a reference and contact with JA North Florida.
Brittany Butler has been promoted to Manager of Elementary Engagement. Brittany will be managing JA BizTown, JA BizCamp, College Champions and After School Programming.
Sandy Salazar started on 8/7/17. Sandy will be managing Elementary in-class programs moving forward.
Claudia attended the JA Global Leadership Conference in Atlanta the week of July 17-21.
Claudia has been attending the FSU Jim Moran Institute for Global Entrepreneurship Non Profit Executive program.
Claudia and Dena have been meeting to work on Development and upcoming event committees. The team met for their staff meeting to discuss their current status on programming, events, etc.
Mark Wade and Claudia met to discuss the upcoming Golf Classic and his annual visit.
Working on the NPF unmet standards.
JA USA Major Donor Survey was submitted.
Completed the Chubb insurance audit.

K.P.A. #9 Governance
Conflict of Interest forms have been sent to all board members FY18. To date, we have received 14 replies.
Junior Achievement®
of the Palm Beaches & Treasure Coast
2018 KEY PERFORMANCE AREAS

JAPBTC Super Powers

▲ Expanded student reach & service hours by 15-20%
▲ Growth in Martin & Saint Lucie County
▲ Strengthened relationship with School Districts
▲ Partnerships with Community Based organizations
▲ Board Diversity
▲ Enhanced Social Media presence
▲ Volunteer Engagement-Retention & Appreciation
▲ Increase Fundraising and Corporate Campaign

2018 = 25,106 Students
**Focus 2018 – Student Impact & Programs**

**Goal:** Increase student impact and position JA programs timely and relevant in the changing economy and education environment

---

**Strategies**

1. Evaluate programs to improve efficiency and overall effectiveness.

2. JA Program, Volunteer and School Recognition

3. JA programs = the program of choice

---

**Tactics**

- Review current programs in order of priority
- Focus resources on the points of contact K-2, 6th, 11th and 12th (per PBCSD MOU)
- Special initiatives should be introduced strategically throughout the year.
- Volunteers and teachers trained consistently and provided exemplary customer service by Program team.
- Consider deeper impact programs for at-risk students

- JA Volunteer Voice, bi-weekly.
- Press Releases to School Board's Newsletter and website
- Participate in back to school events, SACC meetings, community based events, PTO meetings, Business Day events at schools.
- Announce JA teachers & JA volunteers during PTO meetings at each school

- Continue to identify and partner with non-profit youth organizations
- Promote JA programs on school district web sites
- Meet with Martin County, St Lucie and Hendry County School Districts to discuss MOU and Business partnership.

---

**Success Metrics**

- **Total Students**
  - 2015-2016: 14,851
  - 2016-2017: 20,922
  - 2017-2018: 25,106 (20% increase)

- **Owner(s)**
  - Program Team
  - Education Committee
**Goal:** Attract & Secure volunteers to meet strategic goals

**Strategies**

1. Make volunteering for JA a valuable and enjoyable experience

2. Increase Business Volunteers for grades K-2, 6, 11-12.

3. Streamlined trainings - making more effective and efficient use of staff and volunteer time

4. Increase Retention to 50% by 2018

**Tactics**

- Evaluate customer service and create process of providing additional “touch points” with JA
- Solicit board experts in “customer service” for support
- Recognize and Appreciate volunteers on a consistent basis
- Survey volunteers to get feedback. Gauge their level of satisfaction in the experience.

- Board referrals
- Work with local chambers and their education committees

- Implement best practices from JA USA including online trainings

- Increase recognition and communication
- JA Volunteer Voice sent out bi-weekly

**Success Metrics**

Recruit and retain volunteers to meet program goals

Active Volunteer Committee who will recruit and promote volunteerism within their spheres of influence.

2016-2017 460 community volunteers

Owner Program Team
Volunteer Committee
Education Committee
**Goal 3:** Increase and diversify revenue providing the investment for present demand and future opportunities

**Strategies**

1. Advance individual giving and further the cultivation of donor relationships
   - Involve board members in engaging donors
   - Enhance recognition and cultivation of donors

2. Increase engagement and effectiveness of board
   - Champion – Invite - Invest
   - Increase board participation levels and overall performance of special events
   - Engage Board in attending, sponsoring, planning and community engagement re: Special Events

3. Develop new program campaign initiatives
   - Develop Corporate Campaign; “Bundle” opportunities
   - Alternative/additional funding sources and sponsorships

4. Build staffing to better pursue development opportunities
   - Work with current staff and Board to build a Development Committee and Development Department.

5. Expand Grant Writing
   - Continue to research new Charitable Foundations and multi-year grant opportunities
   - Increase number of large Charitable Foundations by cultivating new relationships

**Tactics**

**Success Metrics**

<table>
<thead>
<tr>
<th>Owner(s)</th>
<th>Executive Committee</th>
<th>Development Team</th>
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</thead>
</table>

**Revenue**

<table>
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<tr>
<th>Year</th>
<th>Events</th>
<th>Foundations</th>
<th>Grants</th>
<th>Individual</th>
<th>Corporate</th>
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<td>2017</td>
<td>$214,704</td>
<td>$417,552</td>
<td>$196,322</td>
<td>$31,658</td>
<td>$11,487</td>
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<td>2018 Projected</td>
<td>$382,700</td>
<td>$316,000</td>
<td>$367,000</td>
<td>$67,500</td>
<td>$76,500</td>
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</table>
Goal 4: JA recruits board members who are recognized pillars of our community and are passionate about what we do.

Strategies

1. Develop and Implement a board development plan

2. Increase individual and overall effectiveness of board members and organization

Tactics

- Take assessment of Board Members “sphere” of influence
- Develop targeted prospect list for recruitment
- Diversity among Board Members

- Identify and implement “best practices” of high performing organizations in board engagement and development.
- Review Board Member effectiveness by evaluating Board responsibilities and expectations annually

Success Metrics

- Recruit 3 new board members each year
- JA recognized as a “Board of Choice”

Owner: Board Development Committee
**FOCUS 2018—Branding**

**Goal 5:** JA will be widely recognized and warmly accepted in our community by being a collaborative partner for business and education.

**Strategies**

1. Develop Brand and Marketing plan

2. Communicate student impact

**Tactics**

- Seek Board Members from media outlets and PR firms
- Work with current volunteers to promote their volunteer work within their own firm
- Obtain teacher/volunteer testimonials
- Work with other organizations for endorsements
- Develop social media plan
- Collaborate with private and other non-profits for endorsements

**Success Metrics**

- Increase Media impressions
- Annual Calendar
- “Report Card” Brochure

**Success**

Owner: ALL
INTERN HANDBOOK

JUNIOR ACHIEVEMENT OF THE PALM BEACHES & TREASURE COAST, INC.

Date of revision 8/2017
EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. to provide equal opportunity in employment to all employees and applicants. No person is to be discriminated against because of race, color, religion, age, sex, national origin, disability, veteran status, or any other protected characteristic as established by law. This policy of nondiscrimination includes, but is not limited to, the following:

- Junior Achievement of the Palm Beaches & Treasure Coast, Inc. employs those applicants who possess the necessary skills without regard to the above groups;
- Junior Achievement of the Palm Beaches & Treasure Coast, Inc. promotes, upgrades, transfers, demotes, recruits, advertises or solicits for employment without regard to the above groups; and
- Junior Achievement of the Palm Beaches & Treasure Coast, Inc. trains employees during employment without regard to the above groups.

All employees at all levels of responsibility are expected to actively support these principles in our work environment. It is our firm conviction that equal opportunity will contribute to the success of both Junior Achievement of the Palm Beaches & Treasure Coast, Inc. and its employees.

RECRUITMENT, APPLICATION & INTERVIEW PROCESS

Intern recruitment will occur in several ways including, social media posts, various college websites posts, HS administration and teacher recommendations, etc.

Prospective interns will submit a resume to the JAPBTC hiring manager who will then conduct an interview. The hiring manager will then schedule a start date and provide the intern with necessary documentation.
RESOLVING WORK-RELATED CONCERNS

PROBLEM SOLVING

If an Employee has a work-related concern, the Employee should discuss it with his/her immediate supervisor, another supervisor who has supervisory responsibility over the Employee, or the President.

Management cannot guarantee that it will always achieve the result the Employee wants, but it will do its best to listen to and address the Employee's concerns. Efforts will be made to maintain the confidentiality of the information presented by the Employee. However, confidentiality can never be guaranteed.

HARASSMENT AND DISCRIMINATION

Harassment

Harassment or discrimination of any kind is strictly prohibited. This includes, but is not limited to, harassment or discrimination based on race, color, religion, age, sex, national origin, disability, veteran status, or any other characteristic protected by federal, state, or local law. Any form of harassment or discrimination is extremely serious misconduct and may result in discipline, up to and including termination. Harassment and discrimination can occur in many forms, including but not limited to, in-person interaction, telephone, written communication, or messages transmitted over Junior Achievement of the Palm Beaches & Treasure Coast, Inc.'s electronic mail ("e-mail") system and the Internet.

An Intern who believes he or she has been subjected to harassment or discrimination or who has observed such behavior of another Employee should immediately report the conduct to his or her immediate supervisor, the President, or Board Chair. Individual Employees should not attempt to resolve incidents observed or reported to them by others, but are expected first to report the matter promptly.
Sexual Harassment

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. believes that interns should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No intern, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and therefore, interferes with work effectiveness. Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by the employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur in many forms, including but not limited to, in-person interaction, telephone, written communication, or messages transmitted over Junior Achievement of the Palm Beaches & Treasure Coast, Inc.’s electronic mail ("e-mail") system and the Internet.

An Intern who believes he or she has been subjected to sexual harassment or who has observed such behavior of another Employee should immediately report the conduct to his or her immediate supervisor, the President, or Board Chair.

Investigations

Allegations of harassment will be quickly investigated. To the extent possible, the employee’s confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

If a report of sexual harassment is mistaken or inaccurate, but was made in good faith, the employee making the report will not be subjected to any form of disciplinary action for having made the report.

Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Date of revision 8/2017
**Confidentiality and Non-Retaliation**

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. will promptly investigate complaints of harassment, and if harassment in violation of this policy is found, Junior Achievement of the Palm Beaches & Treasure Coast, Inc. will take remedial and corrective action to stop the harassment and to prevent further harassment.

To the extent possible, investigations of possible harassment or discrimination will be conducted confidentially. However, Junior Achievement of the Palm Beaches & Treasure Coast, Inc. may need to reveal certain information in order to investigate complaints appropriately.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. will not tolerate retaliation against any individual because the individual has made a complaint of harassment or discrimination or participated in an investigation.

If an Intern has any questions concerning the sexual harassment, harassment, or discrimination guidelines, the Intern is responsible for contacting his/her supervisor or the President for clarification.
EMPLOYEE STATUS

Interns are Temporary employees; hired for a specific duration or project. They may be either part-time or full-time for a specified, limited period. Interns are not eligible for employee benefits. Compensation will be discussed and agreed upon prior to start date.

OVERTIME

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. determines which positions are exempt from receiving overtime pay according to the Fair Labor Standards Act (FLSA) regulations. Non-exempt employees will be compensated with overtime pay or time off when working in excess of 40 hours per week. The overtime rate is one and one-half the Employee’s regular rate of pay.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc.’s regular work week consists of 40 hours within the period beginning at 12:01 a.m. on Sunday and ending at midnight on Saturday. The regular work day consists of eight hours, not including an unpaid lunch period. However, if an Employee works during their lunch period, they are to record it as time worked. General business hours for Junior Achievement of the Palm Beaches & Treasure Coast, Inc. are 8:30 a.m. to 5 p.m., Monday through Friday. Intern schedules that differ from regular business hours must be approved by the President.

Attendance at required organizational events is considered time worked. Attendance at lectures, meetings, and training programs is not considered time worked if:

- attendance is outside regular working hours; and
- attendance is voluntary (not required by the supervisor or company)

Exempt from Overtime Pay

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. determines which positions are exempt from receiving overtime pay.

The President will resolve all questions regarding the exempt status of any position.
Supervision & Training

Interns will be assigned to on-site supervisors. At the beginning of the internship, the on-site supervisor should provide a detailed orientation which includes:

- The organization's work, history, structure and objectives
- Organization/Company policies and procedures
- Organization/Company resources; and members of the staff
- Safety practices

2. SETTING INTERNSHIP GOALS

The on-site workplace supervisor and the student should meet to discuss the specific goals of the internship placement and how the practical experience will meet and complement the intern's learning goals, needs and expectations. The intern should be expected to perform practical work tasks as assigned by the on-site supervisor. The intern's workload should include projects that cover a range of work activities that are representative of the on-site supervisor's type of work. The tasks required for the area of study will be supplied to the intern throughout the time of the internship experience.

3. WORKLOAD MANAGEMENT

The on-site workplace supervisor should provide the intern with an overview of the projects in which the intern will be involved and how the intern's particular work activities and assignments fit into the workplace. The nature and extent of the projects should be commensurate with the number of hours the intern will be working at the organization or business.

4. MEETINGS BETWEEN THE STUDENT AND SUPERVISOR

The on-site workplace supervisor will be available to answer questions and provide guidance as requested by the intern:

- Review progress
- Answer questions
- Provide ongoing feedback on the student's performance
- Discuss any specific issues, including policy, safety, professional or ethical considerations raised.

Ideally, the on-site workplace supervisor should be available for informal, brief conferences on individual issues on a weekly basis. Routine oral feedback can provide great educational value to the intern, above and beyond the substantive and practical experience gained during the internship. The feedback process should also allow dialogue that encourages the student to assess the intern’s progress and identify areas in which the student needs improvement.
CODE OF ETHICAL PRINCIPLES AND STANDARDS

ETHICAL PRINCIPLES

Junior Achievement exists to inspire and prepare young people to succeed in a global economy. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. Board of Directors and staff are motivated by an inner drive to improve the quality of life through the causes they serve. They recognize their responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled. To these ends, Junior Achievement of the Palm Beaches & Treasure Coast, Inc. Board of Directors and staff, embrace certain values that they strive to uphold in performing their responsibilities such as:

- Belief in the boundless potential of young people
- Commitment to the principles of market based economics and entrepreneurship
- Passion for what we do and honesty, integrity and excellence in how we do it
- Respect for the talents, creativity, perspectives, and backgrounds of all individuals
- Belief in the power of partnership and collaboration
- Conviction in the educational and motivational impact of relevant, hands-on learning
- Promote and protect the mission of Junior Achievement of the Palm Beaches & Treasure Coast, Inc.

Junior Achievement of the Palm Beaches & Treasure Coast Board of Directors and staff aspire to:

- Practice their profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust
- Act according to the highest goals and visions of the organizations, professions, clients and consciences
- Put the organization’s mission above personal gain;
- Inspire others through their own sense of dedication and higher purpose
- Improve their professional knowledge and skills, so that their performance will better serve others
- Demonstrate concern for the interests and well-being of individuals affected by their actions
- Value the privacy, freedom of choice and interests of all those affected by their actions
- Foster cultural diversity and pluralistic values and treat all people with dignity and respect
• Affirm, through personal giving, a commitment to philanthropy and its role in society
• Adhere to the spirit as well as the letter of all applicable laws and regulations
• Advocate within their organizations adherence to all applicable laws and regulations
• Avoid even the appearance of any criminal offense or professional misconduct
• Bring credit to the Junior Achievement of the Palm Beaches & Treasure Coast, Inc. by their public demeanor
• Encourage colleagues to embrace and practice these ethical principles and Standards
• Be aware of the codes of ethics promulgated by other professional organizations that serve philanthropy

MEMBER AND STAFF OBLIGATIONS

1. Members and staff shall not engage in activities that will harm the organizations.

2. Members and staff shall not engage in activities that conflict with their fiduciary, ethical, and legal obligations to the organizations.

3. Members and staff shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.

4. Members and staff shall not exploit any relationship with a donor, prospect volunteer, client, or employee for their own benefit

5. Members and staff shall comply with all applicable local, state, provincial and Federal, civil and criminal laws.

6. Members and staff recognize their individual boundaries of competence and are forthcoming and truthful about their professional experience and qualifications and will represent their achievements accurately and without exaggeration.

7. Members and staff shall present and supply products and/or services honestly and without misrepresentation and will clearly identify the details of those products, such as availability of the products and/or services and other factors that may affect the suitability of the products and/or services for donors, clients or nonprofit organizations.

8. Members and staff shall establish the nature and purpose of any contractual relationship at the outset and will be responsive and available to organizations

Date of revision 8/2017
and their employing organizations before, during and after any sale of materials and/or services. Members will comply with all fair and reasonable obligations created by the contract.

9. Members and staff shall refrain from knowingly infringing the intellectual property rights of other parties at all times. Members shall address and rectify any inadvertent infringement that may occur.

10. Members and staff shall protect the confidentiality of all privileged information relating to the provider/client relationships.

11. Members and staff shall refrain from any activity designed to disparage competitors untruthfully.

SOLICITATION AND USE OF JUNIOR ACHIEVEMENT OF THE PALM BEACHES & TREASURE COAST, INC. FUNDS

12. Members and staff shall take care to ensure that all solicitation and communication materials are accurate and correctly reflect the organizations’ mission and use of solicited funds.

13. Staff shall take care to ensure that donors receive informed, accurate and ethical advice about the value and tax implications of contributions.

14. Members and staff shall take care to ensure that contributions are used in accordance with donors’ intentions.

15. Members and staff shall take care to ensure proper stewardship of all revenue sources, including timely reports on the use and management of such funds.

16. Members shall obtain explicit consent by donors before altering the conditions of financial transactions.
PRESENTATION OF INFORMATION

17. Members and staff shall not disclose privileged or confidential information to unauthorized parties.

18. Members and staff shall adhere to the principle that all donor and prospect information created by, or on behalf of, an organization is the property of that organization and shall not be transferred or utilized except on behalf of that organization or client.

19. Members and staff shall give donors the opportunity to have their names removed from lists that are sold to, rented to or exchanged with other organizations.

20. Members and staff shall, when reporting financial information, use accurate and consistent accounting methods according to Generally Accepted Accounting Principles (GAAP).
PERSONAL CONDUCT

A. BEHAVIOR OF EMPLOYEES: It is the policy of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. that certain rules and regulations regarding employee behavior are necessary for the efficient operation of JA, and for the benefit and safety of all employees. Conduct that interferes with operations, discredits JA, or is offensive to clients, families of clients, visitors, business colleagues of JA, or fellow employees will not be tolerated.

(1) All employees are expected to conduct themselves and behave in a manner which is conducive to the efficient operation of JA. Such conduct includes, but is not limited to:

a) Reporting to work punctually as scheduled and being at the proper work location, ready to commence to work, at the assigned starting time;

b) Notifying the supervisor in advance when the employee will be absent or is unable to report for work on time;

c) Complying with all JA safety regulations;

d) Smoking only at times and in places not prohibited by JA Rules or local ordinances;

e) Wearing clothing appropriate for the work being performed;

f) Eating meals only during meal periods and only in the properly designated areas;

g) Maintaining work place and work area cleanliness and orderliness;

h) Treating all clients, families, visitors, business colleagues of JA, and fellow employees in a courteous manner;

i) Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to disciplinary action;

j) Performing assigned tasks efficiently and in accord with established quality standards; and

k) Reporting to management suspicious, unethical, or illegal conduct by fellow employees, consumers, or suppliers;

Employees failing to conduct themselves in the manners expected will be subject to discipline.

(2) The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination. Behaviors which are designated below are examples
which may result in immediate dismissal or firing, without benefit of progressive discipline procedures.

a) The reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on JA premises;

b) The use of profanity or abusive language;

c) The possession of firearms or other weapons on JA property;

d) Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;

e) Fighting or assault on a fellow employee, client, consumer, or business associate of JA;

f) Theft, destruction, defacement, or misuse of JA property or the property of a client, or another employee;

g) Gambling on JA property;

h) Falsifying, failure to fully and accurately report, or illegally altering any JA record or report, such as an application for employment, a medical report, a client record, a time record, an expense account, an absenteeism report, shipping and handling records, computerized records and/or any other official record relating to the business of JA;

i) Threatening or intimidating management, supervisors, security guards, or fellow workers;

j) Smoking, if prohibited by local ordinance or JA rules;

k) Horseplay, pranks, or practical jokes which may create a risk of injury;

l) Sleeping on the job;

m) Failure to wear assigned safety equipment or failure to abide by safety rules and policies;

n) Improper attire or inappropriate personal appearance;

o) Engaging in any form of sexual harassment; and

p) Violation of JA's policies on solicitation, or distribution;
q) Behavior such as, dating, fondling, sexually touching or having sexual relations with a client of JA;

r) Breaches of confidentiality of client information, including the acknowledgement that a person is a client of JA;

s) Negligence, inconsiderate treatment, damaging actions, or unprofessional behavior in the care of a client;

t) Failure to follow any and all of the policies of JA.

(3) The examples above in section 2 are illustrative of the type of behavior that will not be permitted, but are not intended to be all inclusive. Any question in connection with this policy should be directed to the Employee’s supervisor.
WORKPLACE VIOLENCE POLICY

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. is committed to providing a safe and healthy work environment for its employees. This commitment is jeopardized when any JA employee commits any act of violence in the workplace. Violence can include any behavior that threatens the safety of employees, program participants, vendors, visitors or any other individuals involved with company business. Workplace violence can be, but is not limited to homicide, physical attacks, emotional abuse, verbal abuse, harassment, sexual assaults, property damage, sabotage or theft.

Employees are prohibited from engaging in any violent or threatening behavior that 1) is work related, 2) may be carried out on a JA controlled site, 3) is connected to JA employment, or 4) involves JA property.

Violation of this policy may result in severe disciplinary action up to and including termination.

Date of revision 8/2017
WHISTLEBLOWER POLICY

Employees are urged to bring to management’s attention concerns or complaints regarding a perceived danger to the health, safety or welfare of others, unethical activities or practices, or any violation of laws, rules or regulations engaged in by JA or any of its employees.

JA and its employees shall abide by all laws, rules and regulations, generally accepted accounting principles, the provisions of our executed contracts, agreements, leases, or other obligations.

JA shall not tolerate violation of laws, rules or regulations, unsafe or unethical behavior by its employees.

JA shall not discriminate or in any manner retaliate against an employee because he or she reports to JA or to the appropriate governmental agency or participates in an investigation or hearing about JA actions that they perceive to be a violation of laws, rules or regulations, a danger to the health, safety or welfare of others, unethical or that may violate public policies.

Any employee exhibiting discriminatory or retaliatory behavior toward another employee in violation of this policy shall be subject to disciplinary action, up to and including termination.

JAPBTC Employees have the right to bring concerns or complaints to all levels of management including their direct supervisor, President, Board Chair and JA USA.

Jackie Dant
Vice President Operations
Junior Achievement USA®
1302 Worth Ave.
Shepherdsville, KY 40165
502-955-1270 office | 502-551-7474 mobile www.ja.org
NON-DISCRIMINATION POLICY

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. has adopted a policy of promoting inclusiveness and non-discrimination in all aspects of our organization’s staffing, programs and services and operations. To implement this non-discrimination policy, the Board and staff of JA are committed to taking meaningful steps to promote inclusiveness in hiring, retention and promotion of staff, in Board recruitment and in direct client services, our organization will ensure non-discrimination against any individual on the basis of age, race, gender, ethnicity, religion, national origin or sexual orientation.
Junior Achievement of the Palm Beaches & Treasure Coast, Inc.
Internship Program

Items Given to Interns:

2. Code of Ethical Principles and Standards
3. Personal Conduct
4. Workforce Violence Policy
5. Whistleblower Policy
6. Non-Discrimination Policy
7. Business Continuity Plan

__________________________  _______________________
Intern Signature                               Date
AUGUST 17 & 18: JA BizTown at Gardens School of Technology Arts at 9:30 a.m.

OCTOBER 14: “Play 4 JA” Palm Beach Par 3 Golf 8:00 a.m.

OCTOBER 28: JA Fall Pivot Event at Keiser University, Flagship Campus 8:00 a.m. – 4:00 p.m.

NOVEMBER 15: GEW Luncheon with keynote speaker, Dale Hedrick

DECEMBER 8: PBCSD Regional Science Fair

DECEMBER 15: Golf Classic – Jonathan’s Landing Old Trail 7:30 Registration