

The American Private Enterprise System Program: Leader's Guide for a Successful County Program



Developing Business and Community Leaders for Tomorrow



Program sponsored by the University of Kentucky College Of Agriculture, Food, and Environment Cooperative Extension Service, the Kentucky Council of Cooperatives, and local educators and businesses.



The American Private Enterprise System Program: Leader's Guide for a Successful County Program

The American Private Enterprise System Program is a scholarship program for high school students that is comprised of three programs: county, state, and national. At each level, a student must earn the privilege to compete at and attend the next program.

The county program is where the journey begins. Your students will have the opportunity to earn scholarships and trips while learning about how the American economic system works and how it fits into the global economy. Along the way, they gain experience leading and working in groups and become acquainted with career opportunities in various businesses. The success of your county program is the heart of The American Private Enterprise Program. This guide is meant to help the agents and APES program leaders have the most successful program possible.

Overall Program Objectives:

1. To increase participants' knowledge of the American Economic System by individual and group study.
2. To help participants take an active role in business through involvement with business leaders.
3. To exchange ideas between youth scholars and local business and professional leaders.
4. To acquaint youth scholars with career opportunities in business.
5. To provide leadership training for youth scholars and junior leaders as they serve as officers and committee members in local programs, area programs and state and national programs.

Program Materials

Program material for the APES Program may be obtained from:

- The American Private Enterprise Youth Program website at <http://ukapes.ca.uky.edu/> ;
- The UK Canvas Learning Management System site at <http://www.uky.edu/canvas/> in the *American Private Enterprise System Course*; Exercises, Quizzes, and answer sheets will only be available from this location or by contacting

ukapes@lsv.uky.edu for access to the Canvas site.

If you have any questions about the materials, please ukapes@lsv.uky.edu.

Program Timeline:

October	<ul style="list-style-type: none"> • Counties set dates for county program. • Form local committees and partnerships with local business, cooperatives, and schools.
November – February	Most counties conduct local programs.
May 15	<ul style="list-style-type: none"> • Final Report form due (local program) • Registration is open for the American Private Enterprise System Youth Seminar.
June 1	Deadline to receive American Private Enterprise System Youth Seminar refunds.
In late June	American Private Enterprise System Youth Seminar – Top scholars attend the state seminar to compete for scholarships and cash prizes. Students from programs nationwide are invited to join us.

County Program (Local)

Local programs are the heart of the program. Local programs begin at a time which suits the convenience of local people. Program materials are available through the American Private Enterprise website at <http://ukapes.ca.uky.edu/> and the APES Canvas Course for county printing needs.

County programs can take two different approaches:

1. The **extended program** – This program can be conducted in 6-8 weeks. This program is set up in which the group meets for 1-2 hours per week for discussion on a selected topic, with the assistance of a local business, professional, or local cooperative as discussion leaders. Other group activities include key visits to selected businesses.
2. **Three-day impact program** – Most county programs are now going to this approach. This program is a little more challenging to organize, however larger groups become involved, and school support is strong. In addition, a larger number completes the program for greater community impact.

Who's Who in the Local Program

1. The **County Extension Agent** is the key local contact for the program. He or she assists, plans, and advises the entire local program.
2. **Program Leaders** develop the broad outlines of the local program and can take on various roles and responsibilities. Since the Kentucky Council of Cooperatives is a co-sponsor of this program, encourage your local cooperative(s) to become involved.
3. Local business and professional leaders are **guest speakers** and **Discussion Leaders** for various program topics. Each receives a copy of the American Private Enterprise materials to study and draws from his or her individual experience to discuss their specific assignment topic.
4. The **Youth Scholars**, mostly high school juniors although some counties select sophomores, are recommended and selected by county extension agents, principals, educators, and guidance counselors.
5. **Junior Leaders** are students who attended the previous year as a youth scholar. As former

participants themselves, they understand the program, and can be effective assistants and recruiters.

Step-by-Step How to Conduct a County American Private Enterprise Program

Step 1: Organizational Meeting

1. **Program Committee** – Invite community leaders to be members of the Local Program Committee and invite them to an organizational meeting. Some people you might consider are:
 - a. Local cooperative sponsors
 - b. Local business sponsors
 - c. Youth Scholars from previous years
 - d. School officials
 - e. Media representatives
 - f. Possible community category speakers
2. **Preparation** for the Meeting.
 - a. Decide location, date, and time.
 - b. Prepare a proposed agenda for the program
 - c. Proposed financial plan for the program.
 - d. Prepare a copy of materials for each committee member. (optional)
3. **Conducting** the organizational meeting
 - a. Arrive early to assure that all is in order
 - b. Welcome and introduce everyone present
 - c. State the purpose of the meeting and explain the relationship between local and state aspects of this program and local and state sponsors, including the Kentucky Council of Cooperatives.
 - d. Explain alternatives in conducting the program. (3-day or 6-8 weeks) Committee should decide which program style they prefer.
 - e. Discuss and finalize financial plan.
 - f. Discuss all resources each community partners can provide.
 - g. Allow all those present to discuss their support and suggestions for the program.
 - h. Explain the additional experiences in store for participants following the county program. (example, American Private Enterprise System Youth Seminar, scholarships)

- i. Elect committee officers. (optional)
 - President
 - Secretary
 - Treasurer
 - Publicity Chairman
- j. Allow enough time for questions and discussion
- k. Adjourn the meeting on time

Step 2: Preparation

1. Decide on program dates and location for the program. Make sure you have convenient access to restroom and kitchen amenities
2. Order/ Print materials in advance.
3. Develop an **outline** for the local American Private Enterprise Program
 - Show location, dates, time, topics, refreshments, breaks, etc.
 - Beside each discussion topic leave a blank space to write in the name and title of persons who are going to speak on each topic.

Step 3: Marketing

1. Make publicity an integral part of your local program.
2. You may want to set up a publicity committee, or even allow your junior leaders to serve in this capacity.
3. Distribute information and contact possible local sponsors for county program.
4. Confirm media coverage.

Step 4: Finalize program plans

1. Go over final program plans.
2. Confirm speakers.
3. Confirm any caterers.
4. Confirm all participants' permissions.

Step 5: Distribute materials

Once youth participants from all high schools are selected, with lists of names and local addresses:

- Send each a brief letter of welcome and explanation of program. Include information on location of meeting, room number, etc. Include a map if needed.
- Send copies of the program to parents with a letter indicating the student's participation in the program

- Deliver all handouts to the school or mail them to participants a few days prior to the start of the program.
- Prepare a list of all student participants and provide copies of it to all youth participants and media representatives.

Recruiting Participants

The program is oriented to high school juniors participating as Youth Scholars and high school seniors, who participated the previous year as Youth Scholars, as Junior Leaders. Some counties also include sophomores as Youth Scholars.



Keys to Successful Recruiting

- Recruit the group of students specifically for the purpose of carrying out the American Private Enterprise System program. This insures that each individual has an interest in what is to be done and is willing to apply the effort and make the investment.
- Make the group a mixture of young men and women. A local program works best when there is a mixture of ideas and viewpoints from both genders, and from multiple areas of the community.
- Involve high school principals, guidance counselors, and teachers. Let them know this is a special interest program which is unique and valuable to students.
 - They should understand the program and be actively involved. Their help in identifying students to whom the program can be most helpful is extremely important, and school

Differences Between Approaches	
Extended Program	3-Day Approach
<ul style="list-style-type: none"> • Usually limited to one school because of difficulty scheduling multiple schools • Usually meets for 1 – 2 hours each week for 6 to 8 weeks • Dates may change even after the program starts • You may provide participants with all the material before the program begins or on a weekly basis. 	<ul style="list-style-type: none"> • Easier when working with multiple schools • Compressed and Intensive workload • Usually meets for 3 days for 2 – 4 hours per day. • Larger numbers are often involved from more than one school. • Dates are not likely to change after they are confirmed. • Provide all participants with all program materials to review prior to the program due to the short time frame.

faculty encouragement to those who decide to participate is critical.

Size of the group is important. For a group smaller than 15 Youth Scholars, it may be difficult to generate and sustain community support and interest. However, do not get discouraged if this is the size of the group for the first few years and as interest grows.

Which Program Approach to Use

For the most part, extended programs have been more successful when all the youth were from one school rather than from two or more schools. Groups from different schools often find mutual scheduling difficult leading many counties to use the three-day approach. A County Extension Agent and Program Leader may conduct more than one county program.

Important Considerations for both approaches

- Students selected for the program are excused from regular classes to participate in the American Private Enterprise System Youth Program for educational enhancement. They are considered present at school. (See KRS statute 159.035)
- If multiple schools are involved, hold the program meetings at a central location such as the local Rural Electric Cooperative Building or the Cooperative Extension Service.
- Adequate facilities, such as Extension meeting rooms, libraries, and school classrooms, are available in most communities.

- Both programs can get a lot of community attention support.
- High School principals, guidance counselors, and teachers are enthusiastic about the program.
- Assign participants to specific tables. Mix people from different schools together. Include ice breakers and team building exercises.

For either approach, you should:

1. Begin your planning early.
2. Meet with local school officials directly, and explain the entire concept of the program. Ask for their support and assistance.
3. With the assistance of school officials select, invite, and accept high school level juniors and or sophomores. You may want to build in an interview process later into this program if the program ever gets too large.
4. Prepare large desk name cards for each participant so speakers and leaders can call on each participant by name.
5. Stay in touch with all participants, **especially those selected to attend the American Private Enterprise System Youth Seminar** after your local program has been completed. This will assist in long term impact reporting.

Conducting the Program

Prepare the physical facilities to be used. Use a checklist for this.

- Use signs to help guide Youth Scholars to the program location or to identify the room.
- Arrange the tables and chairs so participants face each other, and also face the discussion leader.
 - Prepare and place large name cards on each table in advance to insure desired "mix".
 - The program will progress better if those seated at each table are from different local schools
 - Optionally, you may prepare a list of table seating, with tables numbered and names of those to sit at each table indicated. Give each speaker a copy, so they may also call on and recognize youth participants.

Welcome and Explain Program to Participants

- Take a few minutes to welcome all.
- Check to make sure that all have needed materials, portfolios and contents.
- Have Youth Scholars introduce themselves to the group.
- Explain the program objectives and how program will operate, what Youth Scholars are to expect of Discussion Leaders, what is expected of participants, use of the discussion approach, the significance of the PAYDAY Exercises and the JACKPOT Exercise, and how these are to be handled.
- Explain the plan for selecting participants from this local program to participate in the American Private Enterprise System Youth Seminar.
- Emphasize importance of this local program while telling a few things about the state program such as location, what the program consists of, the possible cash, trips, and college scholarship awards.
- Invite Questions
- Make it clear the intent is for everyone to have a thoroughly enjoyable time as they study and learn with the help of knowledgeable local Discussion Leaders.

Discussion Topics.

- In advance of EACH discussion meeting:
 - Secretary contacts Youth Scholars, reminding them of the meeting, topic, discussant, etc.
 - Committee President contacts Discussion Leader(s) to alert, confirm, and verify their individual topic.
 - Publicity Chairman contacts media, making appropriate advance plans for news about meeting
- Appoint someone (or committee president) to make final contact with each participant on the day before he or she is to be a **Discussion Leader**
 - Recheck to see that everything is ready for his or her presentation,
 - Invite the discussion leader to come in slightly ahead of time if possible - to observe another presenter in action, and the process of the Payday Exercise.
- Give **Payday Exercise**
 - Administer Payday Exercises immediately following discussion of topic or topics involved, rather than wait until later, so participants will remember each discussion point clearer.
- Visit **Local Businesses**. Some Program Leaders schedule visits by the group to local businesses just after administering the Jackpot Exercise. This allows time to score Jackpots, recheck, record scores, complete total scores for participants, and select participants to attend American Private Enterprise System Youth Seminar, with alternates. See ideas for the final ROUND-UP MEETING.

Closing the meeting

Remind participants about the next meeting. (This is especially important if you are having a long term program instead of a three-day impact program.) Remind them about time, location, topics that will be covered, and anything they will need to bring.

Concluding the Program

Awards Luncheon or Banquet should be held as soon as possible after the program ends. Be sure to invite high school principals, counselors, Discussion Leaders, other local program sponsors, and media representatives.

NOTE: Plan to have **Certificates of Leadership** and **Certificates of Achievement** to issue to Youth Scholars and to various leaders who have supported the program. They are available on our Canvas site.

Sample Program Agenda for the Awards Luncheon:

- Welcome
- Invocation
- Meal
- Review of program
- Recognition and presentation of leadership certificates to Program Leader(s)
- Recognition and presentation of leadership certificates to Discussion Leaders
- Recognition and presentation of leadership certificates to program sponsors, media
- Recognition and presentation of leadership certificates to Junior Leaders
- Recognition and presentation of achievement certificates to all participants for completing program
- Recognition of parents
- Announcements of Junior Leaders and Youth Scholars (and alternates) to attend American Private Enterprise System Youth Seminar
- Picture for news story
- Adjourn

Final Report

Send in Final Report **no later than May 15.**

American Private Enterprise System Youth Seminar (State and National)

Top participants from local programs are nominated to participate in the American Private Enterprise System Youth Seminar. **These youths should make an "investment" of \$5.00 each to be** included in the check which accompanies the pre-registration for the seminar. **The following rules apply to eligibility for the American Private Enterprise System Youth Seminar:**

- **JUNIOR LEADERS** who attend the seminar must have served as Junior Leaders at the local level in the program year just completed.
- A student may attend the American Private Enterprise System Youth Seminar one time as a **Youth Scholar** and one time as a Junior Leader.

Many local programs award college scholarships to their top Youth Scholars. The Kentucky Council of Cooperatives has funds budgeted for over \$10,000 in college scholarships for Kentucky residents.



Sample Budget for a Local American Private Enterprise Program

Refreshments/lunch during local meeting	\$700
Group Tours to local business firms	\$100
Local club awards or speaker appreciation gifts	\$100
Publicity/ Printing/ Scrapbook/ Marketing	\$75
Send Adult leader, junior leader, and 5 youth scholars to American Private Enterprise System Youth Seminar	\$1400
TOTAL	\$2375.00

Materials Provided For Use in the American Private Enterprise System Program

Materials for your local APES Program are available at: <http://www.uky.edu/Ag/apes/> and on the American Private Enterprise Systems Canvas Course at <http://www.uky.edu/Canvas>. Please email ukapes@lsv.uky.edu to get access to the Canvas site or if you have questions or suggestions.

Who Needs Which Material

Manuals, Guides and Handbooks

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
American Private Enterprise System: Program Manual	Yes	Yes	Yes	Yes	Yes
Leader's Success Guide (rev. 2020)				Yes	Yes
PowerPoint for all of local program				Yes	Yes

Introductory Material

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
Youth Scholar Letter	Yes				
Junior Leader Letter		Yes			
Discussion Leader Letter			Yes		
Program Leader Letter				Yes	
Extension Leader Letter					Yes
"Confidential" Special Note to Exam Administrator				Yes	Yes

Session Material

The *American Private Enterprise System: Program Manual* will be needed for each session. Be sure the Discussion Leaders and Guest Speakers are provided with the part they teach.

Part I: How America Is Organized to Do Business

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers					Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Part II: Our Economy – How it works, what it provides

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers					Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Part III: The Role of Government in Our Economy

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers					Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Part IV: How to Do Business

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers					Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Part V: Sole Proprietorships and Partnerships

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers					Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Part VI: Investor-owned Corporations and Limited Liability Companies

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers					Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Part VII: Cooperatives

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers					Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Part VIII: E-Commerce...A New Avenue of Doing Business

	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
PowerPoint for this part			Yes		
Pay Day Exercise	Yes		Yes	Yes	Yes
Pay Day Exercise Answers, Jackpot Answers, Junior Leader Exam Answers					Yes
Jackpot Exercise	Yes		Yes	Yes	Yes
Junior Leader Exam		Yes	Yes	Yes	Yes
Comparisons of Methods of Doing Business in America by Different Types of Businesses (This table is in the <i>Program Manual</i> on page 23.)	Suggested	Suggested	Suggested	Suggested	Suggested

Additional Publications

(strongly recommended for those attending the American Private Enterprise System Youth Seminar)	Youth Scholar	Junior Leader	Discussion Leader	Program Leader	Agent
The Farmer's Cooperative Yardstick: How They Fit into the American Free Enterprise System (AEC-42)	Suggested	Suggested	Suggested	optional	optional
The Farmer's Cooperative Yardstick: How to Start a Cooperative (AEC-43)	Suggested	Suggested	Suggested	Suggested	optional
The Farmer's Cooperative Yardstick: Farmer and Consumer Cooperatives Structure and Classification (AEC-44)	Suggested	Suggested	Suggested	optional	optional
The Farmer's Cooperative Yardstick: Understanding Cooperative Terminology (AEC-47)	Suggested		Suggested	optional	optional
The Farmer's Cooperative Yardstick: Board of Directors for Farm Cooperatives -- Powers-Responsibilities-Liability (AEC-49)	Suggested		Suggested	optional	optional
The Farmer's Cooperative Yardstick: Your Roles as a Co-op Members (AEC-50)	Suggested	Suggested	Suggested	optional	optional
The Farmer's Cooperative Yardstick: Role of the Co-op Manager (AEC-51)	Suggested		Suggested	optional	optional
The Farmer's Cooperative Yardstick: Financing Agricultural Cooperatives - Alternative Capital Sources (AEC-52)	Suggested	Suggested	Suggested	optional	optional
The Farmer's Cooperative Yardstick: Cooperative Education and Communication (AEC-56)	Suggested		Suggested	optional	optional

Materials Provided Locally

1. A copy of the local program schedule for each participant in the program and all adults, leaders, and volunteers
2. Announcement Flyers for any special local awards in the program.

Additional Forms Following:

- Start-Up American Private Enterprise County Scholarship Form
- Official Entry Form
- Final Report Form



American Private Enterprise System Program

Start-Up Scholarship

Five \$500 scholarships, from the Kentucky Council of Cooperatives and Cooperative Extension Service, will be awarded to counties who have interest in implementing the American Private Enterprise System program. Eligible applicants are those counties that have not conducted an A.P.E.S. program in the past three years. The successful applicant will be expected to match the amount of the scholarship awarded by the Council up to \$500. The scholarship will be awarded for one year only. No more than five counties will be awarded scholarships each year. Scholarship recipients must use the funds by June 30th of the year in which the funds are awarded. In kind contributions do not count as matching funds. Unexpended funds must be returned to Kentucky Council of Cooperatives by August 1 of the year in which the funds are awarded.

Recipients of the scholarship will be required to attend training on the American Private Enterprise Program.

To be eligible for this scholarship, please provide a **one-paragraph summation** of how you believe the program would benefit the youth in your county and complete the **application** below.

For questions or comments contact ukapes@lsv.uky.edu. Completed applications should be mailed to:

American Private Enterprise System Program
University of Kentucky
Department of Agricultural Economics
400 Charles E. Barnhart Bldg.
Lexington, KY 40546-0276



County	Name of Agent Conducting Program
Address	City and Zip Code
Email	Phone Number



Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability.

If you have had the APES Program in your county, when was the last year? _____

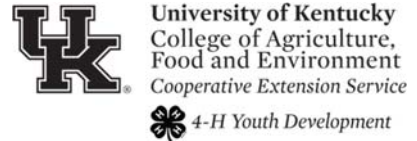
When was the last time the program was conducted? _____

Why was the program cancelled?

Have you conducted the APES Program before? If so, in what county/counties?

How many high school juniors are in your school system? _____

Write a brief paragraph explaining how you believe the American Private Enterprise System Program will contribute to the education of youth n your county.



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service
4-H Youth Development

OFFICIAL ENTRY FORM and MATERIALS ORDER FORM
"It Pays to Know THE AMERICAN PRIVATE ENTERPRISE SYSTEM" Study Program

The _____ (Complete name of group, including county) officially enters the program for the study of THE AMERICAN PRIVATE ENTERPRISE SYSTEM on the date of _____, and will complete the program in time to submit the FINAL REPORT FORM by not later than May 15.

Scheduled County Program Dates are as follows: _____

PROGRAM LEADER INFORMATION (please print)

<i>Leader Name</i>	<i>Mailing Address</i>	<i>Home / Office Phone</i>	<i>Cell Phone</i>	<i>E-mail</i>

Program Leader Signature	Date	Program Leader Signature	Date
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CES AGENT INFORMATION (please print)

<i>Agent Name</i>	<i>Mailing Address</i>	<i>Home / Office Phone</i>	<i>Cell Phone</i>	<i>E-mail</i>

Agent Signature	Date
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Number of Program Participants

Youth Scholars	Junior Leaders	Discussion Leaders	Program Leaders (2)	County Agent

Upon receipt of this registration we will give you access to material on the Canvas site, including:
 Paydays and Jackpots for Youth Scholars and Junior Leader Exams, Program materials, Achievement and Leadership Certificates

APES Canvas site at: www.uky.edu/Canvas APES Website: <http://ukapes.ca.uky.edu>

Send this completed form to:

ukapes@lsv.uky.edu

or to

The American Private Enterprise System Program
 University of Kentucky
 400 Charles E. Barnhart Building
 Lexington, KY 40546-0276





FINAL REPORT FORM

"It Pays to Know - THE AMERICAN PRIVATE ENTERPRISE SYSTEM"

INSTRUCTIONS:

1. The entries for Item 1 are made as the group progresses through the program.
2. PROGRAM LEADER completes and signs this FINAL REPORT FORM at completion of the local program.
3. Send NO LATER THAN MAY 15th to ukapes@lsv.uky.edu or to:

The American Private Enterprise System Program
University of Kentucky
Dept. of Agricultural Economics
400 Charles E. Barnhart Bldg.
Lexington, KY 40546-0276

We submit this complete FINAL REPORT FORM as a true account of the activities and accomplishments of the:

Name of Group

Address of the Group

In the local study program "It Pays to Know – THE AMERICAN PRIVATE ENTERPRISE SYSTEM:

Signed: _____
(Signature of **Program Leader**)

(Mailing address and phone number of **Program Leader**)

Signed: _____
(Signature of **Extension Agent**)

(Mailing address and phone number of **Extension Agent**)

NOTE: This must be received before pre-registration for Youth Seminar can be accepted.



Junior Leader Name	Junior Leader Exam (Possible 25 pts.)

2. Extended Program? _____ 3-Day Impact _____ Other? _____

3. Number of visits to local businesses? _____

4. What was the reaction of the group to discussion techniques? (i.e., interest, participation, involvement, etc.)
 excellent _____ fair _____ good _____ poor _____

5. What was the reaction of the group to "PAYDAYS"?
 excellent _____ fair _____ good _____ poor _____

How can "PAYDAYS" be improved? _____

6. Did you arrange awards each time to high scorers on "PAYDAY" Exercise? Yes _____ No _____

What type of awards used? _____

7. Number of ACHIEVEMENT CERTIFICATES given. _____

8. Number of LEADERSHIP CERTIFICATES given. _____

9. Number, amount, and source of **local** scholarships given in program.

10. As local **PROGRAM LEADER**, what did you find to be the most difficult part of the total program?

11. What problems did your DISCUSSION LEADERS encounter most?

12. What type of "ROUND-UP" meeting did you hold?

13. How many people attended? _____ Were parents invited? Yes _____ No _____

14. Please add any suggestions you think may help improve the program.

15. Please list any special techniques used by your local Discussion Leaders to create and maintain interest in the discussion topics:

Part I - How America Is Organized to do Business

Part II - Our Economy, How It Works, What It Provides

Part III - The Role of Government in Our Economy

Part IV – The Role of Government in Our Economy

Part V - Sole Proprietorships and Partnerships

Part VI - Investor-Owned Corporations and Limited Liability Companies

Part VI - Cooperatives

Part VIII - E-Commerce: A New Avenue for Doing Business

16. What videos, other than those available through the College of Agriculture, Food and Environment, were used in your local program? List other materials (and appropriate topic) used to enhance the program?

17. Please include a copy of the program/itinerary used in your local program.

Program Leader Signature: _____

Extension Agent Signature: _____

For more information, please contact the following:

Kendriana Price, State Coordinator
The American Private Enterprise System Program
University of Kentucky
400 Charles E. Barnhart Bldg.
Lexington, KY 40546-0276
ukapes@lsv.uky.edu

or any member of the UK American Private Enterprise System Team at ukapes@lsv.uky.edu.