



Coordinator Manual

Contact Information:

Chris Palladino
Development Manager
Junior Achievement of Southern Nevada, Inc.
1921 N. Rainbow Blvd. Floor 2
Las Vegas, Nevada 89108
Phone: 702-888-0519
Fax: 702-214-0505
Chris.Palladino@ja.org

Welcome to the Trivia Night!

Dear Coordinator:

On behalf of Junior Achievement, we would like to welcome you to the **2020 “Trivia Night”**. Your leadership skills are vital to the success of this event, and we thank you for your time and commitment to Junior Achievement!

▲ Junior Achievement’s Purpose:

Junior Achievement’s purpose is to inspire and prepare young people to succeed in a global economy. Junior Achievement of Southern Nevada, Inc. is dedicated to improving economic literacy among young people. This year alone, our organization will provide quality in-school and after-school financial literacy programs to more than 21,000 Kindergarten through 12th grade students.

A major source of Junior Achievement’s income comes from the annual Trivia Night. This year our goal is to raise a total of **\$50,000!**

▲ Trivia Night Alumni:

The Junior Achievement Trivia Night has taken on a higher profile to generate additional funds to meet the dramatic demands for more Junior Achievement programs.

We thank you for joining this list of prominent companies and ensuring the continued success of Junior Achievement!

TRIVIA NIGHT ALUMNI

Nevada State Bank	AT&T	Bank of America	Citibank
Bank of Nevada	The Cosmopolitan of Las Vegas	BNY Mellon Wealth Management	CenturyLink
Cox Communications	Deloitte	Ernst & Young	Capital One

Eide Bailly LLP	Lewis and Roca	Expedia	Sams Club
Kids R Kids	Victoire Ventures	Deloitte	NV Energy
Chase Investments	Gordon Silver	Caesars Entertainment	Toyota Financial Savings Bank
U.S. Bank	UnitedHealthcare	Barclaycard US	Wells Fargo

About Junior Achievement

WHAT IS JUNIOR ACHIEVEMENT?

Junior Achievement is the largest, fastest-growing non-profit economic education organization in the world. In operation since 1919, Junior Achievement reaches more than 8 million elementary, middle, and high school students in the U.S. and another 1,000,000 students in almost 100 countries worldwide. This year, Junior Achievement of Southern Nevada, Inc. will reach more than 21,000 students in Clark County.

WHAT DOES JUNIOR ACHIEVEMENT DO?

By partnering business with education, Junior Achievement recruits volunteers to teach economic-oriented lessons for students in kindergarten through 12th grade. Volunteers make five weekly visits at the elementary level and 8 visits at the middle and high school levels. These hands-on activities supplement the regular classroom curriculum. Volunteers become role models to students, presenting important life concepts through their diverse outside perspectives.

HOW DOES JUNIOR ACHIEVEMENT WORK?

Junior Achievement secures the funding and recruits the volunteers to provide programs to elementary, middle and high schools. Corporations, industries, small businesses, foundations, individuals, and others contribute financial and volunteer resources, as do various organizations that also want to invest in the quality of local education.

WHAT ARE JUNIOR ACHIEVEMENT'S PROGRAMS?

Sequential, age-appropriate activities are designed for each grade level. This highly-interactive curriculum stresses the relevance of education to the workplace, and helps prepare students for lifelong learning.

- The Elementary School Program includes themes for kindergartners through fifth-graders. The themes extend from 'Ourselves' - for kindergartners - to 'Our Nation', which compliments the fifth grade curriculum. The programs illustrate how people assume roles as individuals, workers, and consumers in an expanding environment.
- The Middle School Program is for sixth through eighth-graders. It promotes three central themes: the economics of households, the economics of businesses and

the economics of the world marketplace. There is a particular emphasis on staying in school, including an examination of the personal and societal impact of not completing a high school education.

- **The High School Program** focuses on workforce readiness. It prepares young people for their future roles, whether on the job or in continuing their education. Activities are geared toward real-world training through a series of programs that help students develop the knowledge, skills, and attitudes to become productive citizens and workers.

Trivia Night “Lingo”

TRIVIA NIGHT

The Junior Achievement Trivia Night is held annually to assist in generating funds and to help meet the increasing demands for our in-school and after-school financial literacy programs. This year’s goal is to raise a total of **\$50,000** in an effort to assist in reaching more than 21,000 Kindergarten through 12th grade students in Clark County.

COMPANY COORDINATOR

The Company Coordinator works with Junior Achievement to organize the Trivia Night within their company. The coordinator will recruit Team Captains, promote the event within their company and keep teams informed of important goals, dates and deadlines.

TEAM CAPTAINS

Team Captains will recruit four team members to complete the 5-person team. Team Captains will motivate and monitor the team’s progress towards achieving the financial goal.

PARTICIPANTS

Participants may be anyone age 18 or older who is willing to collect funds and be part of the five-person team. A Participant is usually a company employee, but may be a friend or relative. There is a **\$10** non-refundable registration fee required of all Participants.

COLLECTION OF FUNDS

In an effort to help fund Junior Achievement’s economic education programs, each team will have a goal of raising \$500 (\$100 per person).

SPONSORS

A sponsor is anyone who is willing to make a flat contribution for your participation in the Trivia Night. Sign up as many sponsors as possible. Team members can ask friends, family, co-workers, vendors, neighbors and acquaintances.

PRIZES

There will be great games and giveaways during the event. All participants will have a chance to participate in the activities and to win some fantastic prizes.

DAY OF EVENT

The Trivia Night will take place on **October 27, 2020**.

Coordinator Checklist

- ☐ Select/confirm date for Trivia Night event. Booked on first come first serve basis.
- ☐ Obtain Letter of Endorsement from "The Big Dogs" for company-wide distribution
- ☐ Recruit other key contacts (i.e., Division Leaders) throughout your firm who can help identify Team Captains
- ☐ Recruit Team Captains
- ☐ Begin publicity for Trivia Night for Team Captains
- ☐ Send out company newsletter release and distribute flyers everywhere
- ☐ Promote the website for registration and marketing needs: <https://jasnv.org/trivia-night/>
- ☐ Promote sponsorship ideas, employee group challenges, internal contests, etc.
- ☐ Motivate team to raise money
- ☐ Make sure teams are registered online by **October 25, 2020**.
- ☐ Monitor teams' progress toward overall company dollar goal (information on website)

Week of Trivia Night:

- ☐ Confirm with Junior Achievement the final number of participants

Trivia Night Day!!

- ☐ Have fun!

Team Captain Tracking Sheet

This form is designed to help you keep track of the basic information regarding your Team Captains throughout the Trivia Night. You do not need to turn it in to Junior Achievement.

[illegible]

Successful Recruiting Ideas

(To Recruit Team Captains)

Get The BIG DOGS Behind You! Plan your event and secure top management's support.

Overworked, But Very Appreciated! You may want to recruit an assistant or co-coordinator to help ease the load.

Everyone Likes To Read! Arrange for articles to be regularly placed in your company's newsletter.

Payroll Flyers! Place an eye-catching Trivia Night message in everyone's payroll envelope.

Trivia Night Spirit Rally! Make a list of top prospective Team Captains and invite them to attend an informative meeting. Junior Achievement will be more than happy to come and help you with your meeting.

You're The One & Only! Be seen and heard throughout your company! Use incentives and themes to get attention and make it fun.

Let the Fun Begin! Challenge and encourage friendly competition between departments, branches or locations. Provide incentives at different stages of the timeline. Some contests can include: (1) participant or team who raises the most money; (2) the team with the highest average money raised per participant; (3) an incentive for all participants who raise over \$100; (4) employee group to raise the most money or has the most teams.

Beat'em! Challenge another company in your industry or any company of comparable size.

Never, Never, Never Let Up! Hang posters, send memos, faxes, e-mail messages, leave voice mail messages and put up bulletin board reminders.

Follow Up! Offer to help keep Team Captains up-to-date with their timeline. Variety and timing are crucial. Don't let their enthusiasm slow down. Make sure they understand your deadlines.

Family Affair! Encourage employees to get their family, friends, vendors, etc. involved. Everyone is welcome!

Successful Fundraising Ideas

ASK AND YOU SHALL RECEIVE!

Don't let the thought of someone saying "no" stop you from asking for a pledge. Simply ask 10 people for \$10 - parents, siblings, significant others, bosses, friends, neighbors, co-workers, etc.

CONNECTIONS, CONNECTIONS, CONNECTIONS!

Some of the most successful participants get their big bucks by asking vendors and suppliers to support them (see sample Vendor Request Letter).

INTERNAL RAFFLES & AUCTIONS!

Go through your company "goodie closet," or ask company employees to donate items. Sell tickets for an internal raffle, or auction off the items to the highest bidder.

CASUAL DAYS!

Create several casual days for all employees with a fee of \$10 - \$20 to participate. Split proceeds among participants or put towards a corporate sponsorship.

FRONT ROW PARKING!

Sell the boss's parking space for \$10 - \$25 per week until Trivia Night.

FOOD FOR THOUGHT!

Host an all day bake sale in the employee lounge or a lunch time cookout in the parking lot for co-workers and neighbors, to raise additional dollars.

DOUBLE YOUR MONEY!

Many companies offer a "Matched Giving" program, where they match the amount given by an employee.

THE POWER OF TEN!

Ask ten people for \$10! It's that easy!

IT'S PAY BACK TIME!

Who did you give money to last year? It's time for them to support your cause.

FREE FRIDAY!

Give comp time or a “Free Friday” to the employee or team raising the most amount of money.

CANDY SALES! Order candy from See’s Candy to sell to employees, customers, friends or family. Contact Junior Achievement for more information on candy sales.

Sample Sponsor Letter

When asking for a donation, for some, face-to-face contact can be uncomfortable. Instead, try sending a letter. We recommend you also enclose a postage-paid return envelope to make responding to your letter as easy as possible.

Date

Ms. Jen Smith
123 Very Giving Way
Donation City, NV 89000

Dear Jen:

If you are like me, you may receive many requests for charitable contributions each year. You may want to be generous but few of us have the resources to respond adequately to each one. It takes some thought to narrow down the list of causes of a few where you can make a difference. I have found an organization where I know I am making a difference and which I am proud to support with both my time and money. This organization is Junior Achievement of Southern Nevada, Inc.

Junior Achievement means business. It teaches students the principles of America’s free enterprise system through a learning-by-doing approach. Junior Achievement has programs for students from kindergarten through twelfth grade that are helping students to see the socio-economic results of dropping out of school. With a student dropping out of school every five seconds of every school day, this awareness needs to become a very real part of their lives. Junior Achievement is making a difference in our community with programs reaching 21,000 students in Southern Nevada.

On (Date), you will find me logging on to Trivia Hub along with co-workers and friends. We will be bowling in Junior Achievement’s annual Trivia Night, raising money to support the work they do for the youth of Southern Nevada. I have pledged to raise a minimum of \$100 and I hope I can count on you to help by writing a tax-deductible check to Junior Achievement for \$10 or more. I have even enclosed a postage-paid envelope to assist you in responding.

Thank you for your time and consideration. Your contribution is truly an investment in the future well being of our community.

Warmest Regards,

Ima Participant

Date

Ms. Jen Smith
123 Giving Way
Donation, CA 99999

Dear Jen:

Thank you for sponsoring me in the Trivia Night benefiting **Junior Achievement**. Your donation of \$x was much appreciated -- in total I was able to raise more than \$x for students in Clark County!

Junior Achievement of Southern Nevada will provide programs to nearly 21,000 young people in grades kindergarten through twelfth with their message of economic education, workforce readiness and the importance of staying in school. Your donation is helping to make Junior Achievement's outstanding accomplishments possible.

Again, thank you for your thoughtful contribution.

Sincerely,

ImaParticipant

Trivia Night Prizes

RAISE and WIN!!!

\$5,000 +	\$500 MISTyle Gift Voucher
\$4,200-\$4,999	\$450 MISTyle Gift Voucher
\$3,800-4,199	\$400 MISTyle Gift Voucher
\$3,200-3,799	\$350 MISTyle Gift Voucher
\$2,600-\$3,199	\$300 MISTyle Gift Voucher
\$2,000-\$2,599	\$250 MISTyle Gift Voucher
\$1,600-\$1,999	\$200 MISTyle Gift Voucher
\$1,300-\$1,599	\$150 MISTyle Gift Voucher
\$1,000-\$1,299	\$100 MISTyle Gift Voucher
\$700-\$999	\$75 MISTyle Gift Voucher
\$500-\$699	\$50 MISTyle Gift Voucher
\$200-\$499	\$25 MISTyle Gift Voucher



What are MISTYLE Gift Vouchers?

MISTYLE Gift Vouchers offers unique selections of carefully chosen gift certificates. Winners are allowed to select their favorite store/restaurant from a participating list. The winner is then responsible for mailing in the voucher to receive the gift certificate. Some of the stores participating in MISTYLE Awards are: The Gap, Maggiano's, Chili's, Pottery Barn, Dillard's, Barnes and Noble, Macy's, Express, KB Toys and many more.

Vouchers must be redeemed for the gift certificate by the expiration date. The vouchers are not replaceable and not redeemable for cash. Stores are subject to availability and change.

Prizes are based on dollars collected by individual participants who turn in their money by the deadline (the deadline is your assigned bowling date). Prizes are not cumulative. Money collected and turned in after the deadline will not be applicable toward prizes. Gift Vouchers will be sent to the Company Coordinator for distribution.

Frequently Asked Questions

The following information will be your guide through the coming months.
Please use it to answer basic event questions about your participation in
Junior Achievement's Trivia Night

What is Trivia Night?

Trivia Night is an exciting event that allows everyone to get involved. Companies recruit participants who then form teams of five. The teams raise donations in order to qualify for prizes. **This is a great team building event and a good time had by all.**

How do I get my company involved?

To get your company involved, choose a Company Coordinator (or volunteer yourself). The Company Coordinator then contacts Junior Achievement to sign up. After your company is signed up to participate, the Coordinator is responsible for finding Team Captains and participants.

How much is it to participate in Trivia Night?

There is a \$10 registration fee per participant.

How do I (the participant) sign up?

Signing up is easy through our website. All participants must register online prior to the Trivia Night!!! Not only does it give you an easy way to fundraise, but it makes keeping track of your donations a lot more efficient. If you are your company's coordinator, definitely encourage participants to sign up online by the deadline so that you are more able to keep participants accountable.

Are my contributions tax deductible?

YES! Due to JA's 501c3 status, all contributions are tax deductible. Included in this manual is a receipt that includes the JA tax ID number. Please fill in your sponsor's donation amount before you give them their receipt. Registration fees are NOT tax deductible.

When and where is the event held?

October 27, 2020

How do I win prizes?

Individual participants must raise a minimum of \$200 to be eligible for prizes.

When will I get my prizes?

Prizes are given out approximately one month after the event date.

What are the various methods of payment for donations?

We accept cash, checks (made payable to Junior Achievement), or credit cards online (Visa, MasterCard).