

## Regional Coordinator Mark 2016

Send evidence of each activity in the checklist below to your Regional Coordinator to collect these marks. Evidence could be emails, meeting minutes, photographs, website links etc.

Topic	What you need to do	Marks	
Checking in	Company Directors registered with Young Enterprise Trust <i>*by end of Term 1</i>	3	
	Join the National facebook Class of 2016 page and send evidence of this to your Regional Coordinator <i>*minimum of <b>one</b> company member joining</i>	2	
Communication	Send your coordinator a copy of meeting minutes from <b>one</b> company meeting that is held in Term 1 <i>*using the template found in the YES Student Resources</i>	3	
	Send your coordinator a copy of meeting minutes from <b>one</b> company meeting that is held in Term 2	3	
	Send your coordinator a copy of meeting minutes from <b>one</b> company meeting that is held in Term 3	3	
	Formally invite your Coordinator to a company meeting <i>*invitation needs to have date, time venue included</i>	2	
	Formally invite your Coordinator to your Product Launch <i>* invitation needs to have date, time venue included</i>	2	
	Send your Coordinator one of your business cards - electronic or hard copy <i>*1 point for electronic or 2 points for hard copy (maximum of 2 points)</i>	1-2	
	Send your Coordinator evidence of at least one completed selling opportunity <i>*eg. photos, videos, sales contract, wholesale agreement, attending trade fair</i>	4	
	Media Participation & Public Relations	Send your Coordinator examples of your company's media/internet presence <i>*points allocated as follows:</i> <ul style="list-style-type: none"> <li>• 1 mark: Online Store, Website Facebook Page, Twitter Account, Instagram Account, School Newsletter or website, Posters around school, video placed on YouTube etc (emphasis on local / community based exposure).</li> <li>• 3 marks: Community / regional newspaper article / website coverage or advertisement (emphasis on regional based exposure),</li> <li>• 5 marks: Nationally recognised news website article, national TV or radio coverage, national advertising campaign etc.</li> </ul>	1-7
Video Ad Term 3 – create and upload a video to YouTube/facebook pages/Social Media channels advertising their product/company		2	
Use the YES logo on a product or service <i>*service could include uniform, signage, contract agreement, invoice</i>		2	
Use the YES logo on a company communication (e.g. website, powerpoint presentation, press release, poster, company email). <i>*this is for the use of the YES Logo in other aspects of the program. One point per example of use.</i>		3	
Team Attendance at Events		Attend Enterprise day (E-day) <i>*or substitute for remote schools</i>	2
<b>Total</b>		<b>40</b>	