# LAMPIRAN 1 CONTOH SAMPUL PROPOSAL

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| **PROPOSAL**  **PROGRAM MAHASISWA WIRAUSAHA**  **lambang_0.png**  **PERINTISAN USAHA JASA LAUNDRY**  **DI DAERAH KARANGMALANG**  Oleh:  Kiki Ardiyanti (14811134049)  Frida Kusumastuti (14803241051)  Rizka Fitri Prasetyaningsih (14804244011)  **FAKULTAS EKONOMI**  **UNIVERSITAS NEGERI YOGYAKARTA**  **2016** |

# LAMPIRAN 2 CONTOH LEMBAR PENGESAHAN PROPOSAL

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| **LEMBAR PENGESAHAN PROPOSAL**   |  |  |  | | --- | --- | --- | | 1. Judul Usaha 2. Ketua Pelaksana 3. Nama Lengkap 4. NIM 5. Semester 6. Jurusan/Prodi 7. Fakultas 8. Alamat Kost 9. Alamat Asal 10. No. Telepon/HP 11. Pembimbing 12. Nama Lengkap 13. NIP/NIK 14. Pangkat, Gol 15. Jabatan 16. Jurusan/Prodi 17. Fakultas 18. No. Telepon/HP 19. Jumlah Anggota 20. Rencana Biaya 21. UNY 22. Kredit Usaha 23. Sumber lain 24. Total 25. Jangka Waktu Pelaksanaan 26. Alamat Lokasi Usaha | :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  :  : | ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  ………………………………………………………………………….  …………………………………………………………………………. |  |  |  | | --- | --- | |  | Yogyakarta, ……………………………. | | Menyetujui,  Dosen Pembimbing  ……………………………………………..  NIP. ……………………………………… | Ketua Tim,  ……………………………………………….  NIM. ……………………………………… | | Mengesahkan,  Wakil Dekan III  Fakultas …………………  ……………………………………………..  NIP. ……………………………………… | Mengetahui,  Kajur ……………………………………..  ……………………………………………..  NIP. ……………………………………… | |

# LAMPIRAN 3 CONTOH RENCANA ANGGARAN BIAYA DAN PERHITUNGAN PROFIT

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| **RENCANA ANGGARAN BIAYA DAN PERHITUNGAN PROFIT**   1. **Rencana Anggaran Biaya**  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **NO** | **JENIS ANGGARAN** | **JUMLAH (Rp)** | | | | | | **UNY** | **Kredit Usaha** | **Sumber Lain** | **Sub**  **total** | | | 1. | Modal investasi   1. Sarana prasarana 2. ……………….. 3. ……………….. 4. Peralatan 5. ……………….. 6. ………………..   dan seterusnya |  |  |  |  | | | 2. | Modal kerja   1. Bahan baku 2. ……………….. 3. ……………….. 4. Gaji karyawan 5. ……………….. 6. ……………….. 7. Operasional 8. ……………….. 9. ………………..   dan seterusnya |  |  |  |  | | | 3. | Lain-lain   1. Honorarium pembimbing 2. Penyusunan laporan |  |  |  |  | | | **Total:** | | | | | |  | |  1. **Perkiraan Profit**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No** | **Jenis Produk/Jasa** | **Jumlah** | **Harga Pokok** | **Harga Jual** | **Profit\*)** | |  |  |  |  |  |  | | **Total Profit:** | | | | |  |  1. **Saldo Akhir** 2. Saldo akhir = B – A : …………………………………………………………………. 3. Untuk cicilan utang : …………………………………………………………………. 4. Untuk Investasi : ………………………………………………………………… |

# LAMPIRAN 4 CONTOH FORMAT BIODATA KETUA DAN ANGGOTA

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| **BIODATA KETUA/ANGGOTA TIM \*)**   1. Nama Lengkap : ........................................................ 2. NIM : ........................................................ 3. Semester : ........................................................ 4. Jurusan/Prodi : ........................................................ 5. Fakultas : ........................................................ 6. Riwayat Pendidikan  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Jenjang | Nama Sekolah | Tempat (kabupaten) | Jurusan | Tahun lulus | | 1. | SD |  |  |  |  | | 2. | SLTP |  |  |  |  | | 3. | SLTA |  |  |  |  | | 4. | PT |  |  |  |  |  1. Prestasi yang Pernah Diraih 2. ................................................. 3. .................................................   dan seterusnya.   1. Pengalaman Kegiatan Wirausaha 2. ................................................. 3. .................................................   dan seterusnya.   1. Pengalaman Kegiatan Ekstrakurikuler 2. ................................................. 3. .................................................   dan seterusnya.   1. Pengalaman Kegiatan 2. ................................................. 3. .................................................   dan seterusnya.  Yogyakarta, ........................  Mahasiswa,  ..........................................  NIM. .................................. |

# LAMPIRAN 5 CONTOH FORMAT BIODATA PEMBIMBING

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| **BIODATA PEMBIMBING**   1. Nama Lengkap : ........................................................ 2. NIP : ........................................................ 3. Pangkat, gol : ........................................................ 4. Jabatan : ........................................................ 5. Jurusan/Prodi : ........................................................ 6. Fakultas : ........................................................ 7. Riwayat Pendidikan  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Jenjang | Nama Sekolah | Tempat (kabupaten) | Jurusan | Tahun lulus | | 1. | SD |  |  |  |  | | 2. | SLTP |  |  |  |  | | 3. | SLTA |  |  |  |  | | 4. | S1 |  |  |  |  | | 5. | S2 |  |  |  |  | | 6. | S3 |  |  |  |  |  1. Prestasi yang Pernah Diraih 2. ................................................. 3. .................................................   dan seterusnya.   1. Pengalaman Kegiatan Wirausaha 2. ................................................. 3. .................................................   dan seterusnya.   1. Pengalaman Kegiatan Ekstrakurikuler 2. ................................................. 3. .................................................   dan seterusnya.   1. Pengalaman Kegiatan 2. ................................................. 3. .................................................   dan seterusnya.  Yogyakarta, ......................  Pembimbing,  ........................................  NIP. ................................ |

# LAMPIRAN 6 CONTOH FORMAT KESEDIAAN KERJASAMA UKM MITRA

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| **SURAT PERNYATAAN KESEDIAAN BEKERJASAMA**  Yang bertanda tangan di bawah ini saya,   |  |  |  | | --- | --- | --- | | Nama Lengkap  Jabatan dalam UKM  Nama UKM  Bidang Usaha UKM  Alamat UKM  No. Telepon/HP | :  :  :  :  :  : | ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ……………………………………………………………………………… |     Atas nama perusahaan, saya menyatakan bersedia menjalin kerjasama dengan kelompok mahasiswa wirausaha dari UNY,   |  |  |  | | --- | --- | --- | | Nama Lengkap Ketua  NIM  Jurusan/Prodi  Fakultas  Judul Usaha  Alamat Lokasi Usaha  Alamat Rumah  No. Telepon/HP  Nama Dosen Pembimbing | :  :  :  :  :  :  :  :  :  :  : | ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ……………………………………………………………………………… | | No. Telepon/HP | : | ……………………………………………………………………………… | | Alamat Dosen Pembimbing | : | ……………………………………………………………………………… |     Demikian surat ini saya buat agar dapat digunakan sebagaimana mestinya.   |  |  | | --- | --- | |  | ……………………………………………..  Pimpinan Perusahaan …………………  (……………………………………………..) | |

# LAMPIRAN 7 CONTOH FORMAT PERSETUJUAN ORANG TUA

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| **SURAT PERSETUJUAN ORANG TUA**  Yang bertanda tangan di bawah ini saya,   |  |  |  | | --- | --- | --- | | Nama Lengkap  Umur  Pekerjaan  Alamat  Telepon | :  :  :  :  : | ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ……………………………………………………………………………… |     Orang tua dari mahasiswa :   |  |  |  | | --- | --- | --- | | Nama Lengkap Ketua  NIM  Jurusan/Prodi  Fakultas  Judul Usaha  Alamat Lokasi Usaha  Alamat Rumah  No. Telepon/HP  Nama Dosen Pembimbing  No. Telepon/HP  Alamat Dosen Pembimbing | :  :  :  :  :  :  :  :  :  :  : | ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ………………………………………………………………………………  ……………………………………………………………………………… |     Memberikan persetujuan kepada anak saya tersebut di atas, untuk mengikuti Program Mahasiswa Wirausaha UNY. Demikian surat ini saya buat agar dapat digunakan sebagaimana mestinya.   |  |  | | --- | --- | |  | ……………………………………………..  Orang tua mahasiswa,  (……………………………………………..) | |

# LAMPIRAN 8 SURAT PERNYATAAN KESEDIAAN PENGEMBALIAN MODAL USAHA

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| **SURAT PERNYATAAN KESEDIAAN PENGEMBALIAN MODAL USAHA**  Yang bertanda tangan di bawah ini, peserta Program Wirausaha Mahasiswa UNY,   |  |  |  | | --- | --- | --- | | 1. Ketua   Nama Lengkap  NIM  Jurusan  Prodi  Fakultas  No. Telp/HP  Nama Orangtua  Alamat Orangtua  Nama Dosen Pembimbing | :  :  :  :  :  :  :  :  : | ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  …………………………………………………………………………… | | 1. Anggota 1   Nama Lengkap  NIM  Jurusan  Prodi  Fakultas  No. Telp/HP  Nama Orangtua  Alamat Orangtua  Nama Dosen Pembimbing | :  :  :  :  :  :  :  :  : | ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  …………………………………………………………………………… | | 1. Anggota 2   Nama Lengkap  NIM  Jurusan  Prodi  Fakultas  No. Telp/HP  Nama Orangtua  Alamat Orangtua  Nama Dosen Pembimbing | :  :  :  :  :  :  :  :  : | ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  …………………………………………………………………………… | | 1. Anggota 3   Nama Lengkap  NIM  Jurusan  Prodi  Fakultas  No. Telp/HP  Nama Orangtua  Alamat Orangtua  Nama Dosen Pembimbing | :  :  :  :  :  :  :  :  : | ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  …………………………………………………………………………… | | 1. Anggota 4   Nama Lengkap  NIM  Jurusan  Prodi  Fakultas  No. Telp/HP  Nama Orangtua  Alamat Orangtua  Nama Dosen Pembimbing | :  :  :  :  :  :  :  :  : | ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………  …………………………………………………………………………… | | Judul Usaha  Alamat Lokasi Usaha | :  : | ……………………………………………………………………………  …………………………………………………………………………… |   Dengan ini menyatakan sanggup mengembalikan modal usaha pada Program Mahasiswa Wirausaha UNY, dengan cara sebagai berikut.   |  |  |  | | --- | --- | --- | | 1. Jumlah modal usaha yang diterima 2. Besar angsuran pengembalian modal usaha terhitung mulai tanggal ……………………………. | :  : | Rp …………………………………..  Rp ………..… selama …….kali |   Demikian surat pernyataan ini kami buat dengan kesadaran penuh dan tidak ada paksaan dari pihak manapun. Jika kami melanggar pernyataan ini kami bersedia menerima sanksi yang ditetapkan oleh universitas.   |  |  | | --- | --- | | Tanda tangan  ……………………………..  ……………………………..  ……………………………..  ……………………………..  …………………………….. | Yogyakarta, ………………………  Yang membuat pernyataan,  Nama terang  …………………………………..  …………………………………..  …………………………………..  …………………………………..  ………………………………….. | |

# LAMPIRAN 9 FORMAT LAPORAN KEMAJUAN

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| **LAPORAN KEMAJUAN**   1. **Pelaksana**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Identitas** | **Ketua** | **Anggota I** | **Anggota II** | **Anggota III** | **Anggota IV** | | **Nama Lengkap** |  |  |  |  |  | | **NIM** |  |  |  |  |  | | **Jurusan** |  |  |  |  |  | | **Prodi** |  |  |  |  |  | | **Fakultas** |  |  |  |  |  | | **No. Telp/HP** |  |  |  |  |  | | **Nama Dosen Pembimbing** |  | | | | | | **Judul Usaha** |  | | | | | | **Alamat Lokasi Usaha** |  | | | | |  1. **Produk**  |  |  |  |  | | --- | --- | --- | --- | | **Jenis Produk**  **(Barang/Jasa)** | **Spesifikasi Produk** | **Kapasitas Produksi**  **(unit/bln)** | **Omzet sekarang**  **(unit)** | |  |  |  |  |  1. **Pemasaran**  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Komponen** | **Rencana** | **Pelaksanaan** | | 1. | Lokasi usaha |  |  | | 2. | Jumlah tenaga kerja |  |  | | 3. | Sasaran pemasaran |  |  | | 4. | Kesuksesan pemasaran |  |  |  1. **Manajemen**  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Komponen** | **Rencana** | **Pelaksanaan** | | 1. | Besar Modal investasi |  |  | | 2. | Modal kerja |  |  | | 3. | Jumlah pendapatan |  |  | | 4. | Jumlah profit |  |  |  1. **Kendala/Permasalahan**  |  |  | | --- | --- | | **Kendala/Permasalahan** | **Solusi** | |  |  |   NB: Dilampirkan Laporan Keuangan  Yogyakarta, .............................  Ketua,  (................................................) |

Format surat keterangan/pernyataan usaha diketahui oleh RT/RW atau pihak yang berwenang menyesuaikan dari RT/RW setempat.