# LAMPIRAN 1 CONTOH SAMPUL PROPOSAL

|  |
| --- |
| **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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 IIIFakultas ………………………………………………………………..NIP. ……………………………………… | Mengetahui,Kajur ……………………………………..……………………………………………..NIP. ……………………………………… |

  |

# LAMPIRAN 3 CONTOH RENCANA ANGGARAN BIAYA DAN PERHITUNGAN PROFIT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RENCANA ANGGARAN BIAYA DAN PERHITUNGAN PROFIT**1. **Rencana Anggaran Biaya**

|  |  |  |
| --- | --- | --- |
| **NO** | **JENIS ANGGARAN** | **JUMLAH (Rp)** |
| **UNY** | **Kredit Usaha** | **Sumber Lain** | **Sub****total** |
| 1. | Modal investasi1. Sarana prasarana
2. ………………..
3. ………………..
4. Peralatan
5. ………………..
6. ………………..

dan seterusnya |  |  |  |  |
| 2. | Modal kerja1. Bahan baku
2. ………………..
3. ………………..
4. Gaji karyawan
5. ………………..
6. ………………..
7. Operasional
8. ………………..
9. ………………..

dan seterusnya |  |  |  |  |
| 3. | Lain-lain1. 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SURAT PERNYATAAN KESEDIAAN BEKERJASAMA**Yang bertanda tangan di bawah ini saya,

|  |  |  |
| --- | --- | --- |
| Nama LengkapJabatan dalam UKMNama UKMBidang Usaha UKMAlamat UKMNo. Telepon/HP | :::::: | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

 Atas nama perusahaan, saya menyatakan bersedia menjalin kerjasama dengan kelompok mahasiswa wirausaha dari UNY,

|  |  |  |
| --- | --- | --- |
| Nama Lengkap KetuaNIMJurusan/ProdiFakultasJudul UsahaAlamat Lokasi UsahaAlamat RumahNo. Telepon/HPNama 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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SURAT PERSETUJUAN ORANG TUA** Yang bertanda tangan di bawah ini saya,

|  |  |  |
| --- | --- | --- |
| Nama LengkapUmurPekerjaanAlamat Telepon | ::::: | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

 Orang tua dari mahasiswa :

|  |  |  |
| --- | --- | --- |
| Nama Lengkap KetuaNIMJurusan/ProdiFakultasJudul UsahaAlamat Lokasi UsahaAlamat RumahNo. Telepon/HPNama Dosen PembimbingNo. Telepon/HPAlamat 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SURAT PERNYATAAN KESEDIAAN PENGEMBALIAN MODAL USAHA**Yang bertanda tangan di bawah ini, peserta Program Wirausaha Mahasiswa UNY,

|  |  |  |
| --- | --- | --- |
| 1. Ketua

Nama LengkapNIMJurusanProdiFakultasNo. Telp/HPNama OrangtuaAlamat OrangtuaNama Dosen Pembimbing | ::::::::: | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 1. Anggota 1

Nama LengkapNIMJurusanProdiFakultasNo. Telp/HPNama OrangtuaAlamat OrangtuaNama Dosen Pembimbing | ::::::::: | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 1. Anggota 2

Nama LengkapNIMJurusanProdiFakultasNo. Telp/HPNama OrangtuaAlamat OrangtuaNama Dosen Pembimbing | ::::::::: | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 1. Anggota 3

Nama LengkapNIMJurusanProdiFakultasNo. Telp/HPNama OrangtuaAlamat OrangtuaNama Dosen Pembimbing | ::::::::: | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| 1. Anggota 4

Nama LengkapNIMJurusanProdiFakultasNo. Telp/HPNama OrangtuaAlamat OrangtuaNama Dosen Pembimbing | ::::::::: | ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| Judul UsahaAlamat 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.