

RESOURCES AVAILABLE BY DEPARTMENT

ALL RESOURCES CAN BE FOUND ON THE JA CANADA RESOURCE PORTAL

In the planning stages of your business, you are encouraged to view these resources with your department as they may assist you with your tasks.

<i>President</i> • Tech Tools for JA Company Program • Sample Meeting Agenda—Interim Status Meeting* • Sample Meeting Agenda—Final Status Meeting* • Liquidating and Concluding Guidelines*	<i>Finance</i> • Record Keeping Tool (Excel)* • Capitalization Exercise* • Bad Debt • Liquidating and Concluding Guidelines*	<i>HR</i> • Record Keeping Tool (Excel)* • Ideas for Boosting Morale • Code of Ethics • Team Builders and Ice-Breakers • Student and Volunteer Recognition • Liquidating and Concluding Guidelines*	<i>Marketing</i> • JA Brand Guidelines* • Free Marketing Tools • 4 Ps of Marketing • Editorial Calendar Template • Marketing Plan Template • Humancentric Marketing PPT • Packaging Design Inspiration PPT	<i>Sales</i> • Record Keeping Tool (Excel)* • Sales and Media Guidelines* • Pre-Sales Training • Effective Training PPT • Marketing Plan Template • Sales Cycle • Liquidating and Concluding Guidelines*	<i>Technology</i> • Tech Tools for JA Company Program • Effective Training PPT	<i>Production</i> • Record Keeping Tool (Excel)* • Production Cycle • Quality Control • Effective Training PPT • Liquidating and Concluding Guidelines*
<i>Health & Safety/Environment</i> • Health and Safety Inspection		<i>Corporate Social Responsibility</i> • Corporate Social Responsibility PPT • Code of Ethics and Test of Disclosure • Triple Bottom Line PPT • Liquidating and Concluding Guidelines*				

* denotes important documents that MUST be used or reviewed by the department.