

FINAL REPORT AND PRESENTATION OUTLINE

Shareholders in real corporations and JA Companies want to know why their investment paid off or why the business failed to make a profit. The purpose of preparing a Final Report is so that you can share the challenges and successes of your JA Company with the people who have made an investment in your experience.

The Final Report should include the following components in this order:

1. Title Page

Including the company name, logo, sponsor, JA Charter, date issued and program year

2. Letter to the Shareholders

A letter written by the President as an intriguing introduction of the contents of the report. This section should be no more than one or two pages and should include the *Mission Statement*, *Code of Ethics*, *Goals and Objectives*, *Final Share Value*, and *Challenges and Successes* the company experienced.

3. Table of Contents

4. Company Membership

A list of the company directors and executive, as well as volunteer mentors.

5. Organizational Chart

The final organizational chart

6. Department Overview Letters

A letter from each Vice-President outlining the *activities*, *successes* and *challenges* of their department. Each letter should be no more than one page long. Include charts or graphs where applicable.

7. Summary of Financial Figures and Statements

This section should include the Break-Even Analysis, *Income Statement*, *Balance Sheet*, and any other financial charts used during the business.

8. Recognition of Outstanding Members/Directors

This section should be used to recognize the contributions of company members to the success of the company. Take this opportunity to recognize members achieving 100% attendance, sales club status, top sales, or other such honours.

9. Acknowledgements

Recognize the people and/or organizations that contributed to your JA experience by thanking them for their support.

TIPS FOR A SUCCESSFUL REPORT

- This is a major project, so appoint a Final Report committee and begin working on the report weeks before it is due.
- Be as concise as possible. Only include information that will enhance the reader's understanding.
- Ensure that thoughts are completed and evidence is shown of organizing/analyzing information.

- Photos, charts, and graphs used should relate to and enhance the message of the report.
- Have your advisors edit your report to avoid any errors or omissions.
- Ensure consistency of font and style.
- Print your report on higher quality paper and put in in a folder/binder or have it bound. Take pride in the presentation of your work.

For your **Final Status Meeting**, you must also prepare a ***visual presentation*** (PowerPoint, Prezi, etc.) outlining the most important points of the Final Report.

Each section in italics above should be included in your visual presentation as well as each department should present slides activities, success and challenges. The bolded italic section above must be included.

Use the presentation to show pictures of your team, product or service, marketing initiatives, etc.