



JA Company Program START HERE.

Product/ Service Approval Form

This form is to be completed by the President of the JA Company and reviewed/signed off by a JA Company Program Volunteer Mentor. The completed form must then be submitted to your Company Program Manager for approval.

Final Approval **MUST** be obtained from the Company Program Manager before proceeding with making any purchases related to the product or service. Ensure that you have reviewed the **Product/Service Guidelines** and completed your **research and prototyping** prior to completing this form. JA also reserves the right to ask for additional information or to follow up with further approval steps depending on the product/service selected.

****You can submit your approval form to JA at any time; Please allow up to one week for a response.**

JA Company Name: _____

Product/ Service Name (if applicable): _____

Section 1: Product/ Service Description

Please provide as much detail as possible regarding your product/service and include any information that will provide us with a better understanding of what your team is creating or what service you are providing and how you plan to make revenue.





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Section 2: Restrictions

If any of these questions are answered 'yes' the product must not be approved.

YES NO

Does this product involve the production of food items (not pre-packaged)?

Does this product require the use of power tools by achievers?

Does this product involve the production of cosmetics (not pre-packaged)?

Could this product misrepresent JA values in any way?

Does this product/service include an event (in-person or virtual) that would require additional insurance?

Does this product/service infringe on any copyrights or patents?

Does this product pass the Test of Disclosure (see Ethics)?

Section 3: Characteristics of Good Products

If any of these questions are answered 'yes', please provide details about how you plan to mitigate these issues in the comments space below.

YES NO

Is there a limited market for this product/service?

Is this product difficult to carry or move?

Would the price of this product be unreasonable or not competitive?
(Price must be based on a thorough Break-Even Analysis)

Are any additional skills (ex. Coding) needed to create this product/service?

Are there any safety concerns for workers and/or customers?

Are any raw materials needed for this product limited in supply or seasonal?

Will it take longer than 18-weeks to develop this product/service and bring it to market? (ex. A subscription model that requires time to build)

Will this product/service require a lot of time from team members outside of regular meetings?

Comments:





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Section 4: Product Design, Quality and Labelling

If any of these questions are answered 'yes', please provide details about how you plan to mitigate these issues in the comments space below.

YES NO

Is the prototype of poor quality? (messy, incomplete, unattractive, or not functional)

Is this product simply a repackaging of an existing product with no value added?

Is inconsistent quality a concern for this product?

Will production of this product + packaging result in significant waste?

Are the company name and logo close to an existing company's name or logo and, therefore, may pose copyright concern?

Comments:

Section 5: Drop Shipping *(Complete this portion only if you plan on utilizing Drop Shipping, including Print-on-Demand Apps.)*

If any of these questions are answered 'no' please provide details about how you plan to mitigate these issues in the comments space below.

YES NO

Is the product you will be drop shipping designed by your team?

Is the cost of drop shipping reasonable and within your allotted start-up budget?

Have you looked into the delivery time for your drop shipping and will it arrive within the time of your program?

Is your drop shipping supplier reputable?

Comments:





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Please affirm the following requirements by checking off the boxes below and ensuring that they are met as you move forward with your product/service:

Your company name/logo will be included on physical or digital products (either the product itself or packaging) as well as on all marketing materials.

The words "a JA Company" will be included whenever your company name is displayed, including as part of the company logo. (For example: ABC Website, a JA Company)

If the company wishes to use the JA logo on product labels, websites, etc., the correct JA South Western Ontario logo will be used as outlined in the brand guidelines found on the JA Campus.

To be completed by a JA Volunteer Mentor

I have reviewed this product/service approval form and agree that it aligns with the JA product and service guidelines.

JA Company Program Mentor (Please Print Name): _____

To be completed by JA Program Manager

JA fully approves this product/ service and your team may move forward with planning and execution

JA tentatively approves this idea. Do not move forward with more planning or execution until you have received final approval from JA. Please respond to the following questions/ comments.

JA does not approve this product/service for the following reasons:

Reviewed by JA Company Program Manager on (Date): _____

