

***Before you begin, save a copy of this fillable PDF form on your computer to ensure that you are saving your data.**

Product or Service Approval Form

This form is to be completed by the President of the Company and reviewed/signed off by a JA Company Program Advisor.

The completed form should be emailed to: companyprogram@jacentralontario.org no later than Friday, December 20, 2019.

**You can submit your product approval form anytime up to December 20.*

The JA Company Program Team will officially approve the product or service. Once the Approval Form has been submitted to JA, it will take approximately one week to receive a response. If you submit the week of December 16-19, we will do our best to respond before the 20th, otherwise you will receive a response the first week after the holiday break.

PLEASE NOTE: Final Approval MUST be obtained from the Company Program Team 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.

Company Name: _____

Sponsor or Host/Location: _____

Product/Service Name (if applicable): _____

Product/Service Type (i.e. App, Apparel, etc.): _____

Product/Service Description *(Please provide as much detail as possible including where your materials are sourced from, what your production process is, and any information that will provide us with a better understanding of what your team is creating or what service you're providing):*

Restrictions for Products/Services

If any of the questions below are answered 'yes' the product/service will not be approved.

	YES	NO
Does this product/service involve the production of food items (not pre-packaged)?	<input type="checkbox"/>	<input type="checkbox"/>
Does this product/service require the use of power tools by achievers?	<input type="checkbox"/>	<input type="checkbox"/>
Does this product/service involve the production of cosmetics (not pre-packaged)?	<input type="checkbox"/>	<input type="checkbox"/>
Could this product/service misrepresent JA values in any way?	<input type="checkbox"/>	<input type="checkbox"/>
Does this product/service include an event that would require additional insurance?	<input type="checkbox"/>	<input type="checkbox"/>

Characteristics of Good Products/Services

	YES	NO
Is there a limited market for this product/service? Is the market inaccessible?	<input type="checkbox"/>	<input type="checkbox"/>
Is this product difficult to carry or move? or is this service difficult to provide?	<input type="checkbox"/>	<input type="checkbox"/>
Would the price of this product/service be unreasonable or not competitive? (Price must be based on a thorough Break-Even Analysis)	<input type="checkbox"/>	<input type="checkbox"/>
Is any additional equipment needed to produce this product or provide this service?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any safety concern for workers and/or customers?	<input type="checkbox"/>	<input type="checkbox"/>
Are any raw materials needed for this product/service limited in supply or seasonal?	<input type="checkbox"/>	<input type="checkbox"/>
Do any of the raw materials used in the product/service have an expiration date?	<input type="checkbox"/>	<input type="checkbox"/>
Are many team members unable to produce this product or provide this service with current skills?	<input type="checkbox"/>	<input type="checkbox"/>
Will this product/service require a lot of time from group members outside of regular meetings?	<input type="checkbox"/>	<input type="checkbox"/>

If any questions were answered “YES”, please provide more details including how you plan to mitigate these issues. A reminder to not proceed with the product without receiving approval from JA:

Product/Service Design, Quality and Labelling

	YES	NO
Did the prototype reveal any issues or concerns? (including packaging and labelling)	<input type="checkbox"/>	<input type="checkbox"/>
Did your research for required materials for your product/service reveal any issues or concerns? (including costs and availability)	<input type="checkbox"/>	<input type="checkbox"/>
Is this product/service simply a repackaging/rebranding of an existing product/service with no value added? (i.e. purchasing a product and simply putting your team’s brand on it / copying another service that already exists)	<input type="checkbox"/>	<input type="checkbox"/>
Is inconsistent quality a concern for this product/service?	<input type="checkbox"/>	<input type="checkbox"/>
Will the service or the production of this product + packaging result in significant waste?	<input type="checkbox"/>	<input type="checkbox"/>

If any questions were answered “YES”, please provide more details including how you plan to mitigate these issues. A reminder to not proceed with the product without receiving approval from JA:

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 the product/service label and marketing materials.

The words “a JA Central Ontario Company” and the JACO logo will be included on the product/service label and marketing materials.

(If applicable) The words “sponsored by” or “hosted by” and the sponsor/host name and/or logo will be included on the product/service label and marketing materials.

For example:

Britton’s Creative Cards, a ***JA Central Ontario Company*** sponsored by ***Books Inc.***
(Your Company Name) (JACO) (Sponsor)

The correct JACO logo will be used as outlined in the Brand Guidelines found on the Resource Portal.

***This section is to be filled out by JA Company Program Advisor**

Product Approval Form Reviewed By:

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

JA Company Program Advisor (Please Print Name): _____

Date Submitted: _____

***This section is to be filled out by JA Central Ontario**

Product/Service Approval:

- JA Central Ontario fully approves this product approval form and your team can move forward with product planning and execution
- JA Central Ontario tentatively approves this product idea. **Do not move forward with your product planning or execution at this point** until you have received final approval from JACO, based on the completion of the following questions or comments:

JA Central Ontario does not approve this product approval form for the following reasons:

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