# DIGITAL 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, January 8, 2021.*

*\*You can submit your approval form anytime up until January 8.*
*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 weeks of December 13-18, we will do our best to respond before the 22nd, 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:** _____

**Program Name (i.e. Sponsored & Led By JACO):** _____

**Product/Service Name (if applicable):** _____

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

**Product/Service Description** *(Please provide as much detail as possible regarding your digital product/service and include any information that will provide us with a better understanding of what your team is creating or what service you're providing and how you plan to make revenue):*

Will you be taking advantage of JA Canada's offer and use SHOPIFY has your e-commerce platform?      Yes          No

*If you select YES, we will email you with instructions and further details once your product has been approved. Please ensure that you wait for these instructions instead of setting up your own account.*
**\*IF YOU DO NOT FOLLOW THESE INSTRUCTIONS, COVERAGE OF YOUR SHOPIFY ACCOUNT WILL NOT BE GUARANTEED\***

## Drop Shipping

*Complete this portion only if you plan on utilizing Drop Shipping. Please ensure that you provide as much detail regarding your drop shipping plans in the description above.*

|  | 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? | ☐ | ☐ |

## 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 or service require in-person/physical interaction between students and/or advisors? (i.e. production, assembly, shipping) | ☐ | ☐ |
| Does this product/service involve the production and shipping of food or cosmetics? | ☐ | ☐ |
| Could this product/service misrepresent JA values in any way? | ☐ | ☐ |
| Does this product/service include an event (including virtual) that would require additional insurance? | ☐ | ☐ |

## Characteristics of Good Digital Products/Services

|  | YES | NO |
|---|---|---|
| Is there a limited market for this product/service? Is the market inaccessible? | ☐ | ☐ |
| Is this product or service difficult to create/provide? | ☐ | ☐ |
| Would the price of this product/service be unreasonable or not competitive? (Price must be based on a thorough Break-Even Analysis) | ☐ | ☐ |
| Are any additional digital skills needed by students to create this product or provide this service? (i.e. coding) | ☐ | ☐ |
| Is there any safety concern for workers and/or customers (including online safety)? | ☐ | ☐ |
| Are any digital programs or software needed for this product/service limited in supply or high in cost? | ☐ | ☐ |
| Will the time it takes to build your customer base take beyond the 18-week program? For example, will you need time to build your subscription/membership base? | ☐ | ☐ |
| Are many team members unable to support with this product or provide this service with current skills? | ☐ | ☐ |
| Will this product/service require a lot of time from group members outside of regular meetings? | ☐ | ☐ |

**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:**

3.1.07 Product or Service Approval Checklist

**Digital Product/Service Design, Quality and Labelling**

|  | YES | NO |
|---|---|---|
| Did the prototype reveal any issues or concerns? | ☐ | ☐ |
| Did your research for your digital product/service reveal any issues or concerns? (including costs and availability) | ☐ | ☐ |
| Is this digital product/service simply a repackaging/rebranding of an existing digital product/service with no value added? (i.e. copying another digital product/service that already exists) | ☐ | ☐ |

**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 digital product/service and marketing materials. | ☐ |
| The words "a JA Central Ontario Company" and the JACO logo will be included on the digital product/service label and marketing materials. | ☐ |
| (If applicable) The words "sponsored by" or "led by" and the sponsor name and/or logo will be included on the digital product/service and marketing materials. | ☐ |

*For example:*
*ABC Website*, a *JA Central Ontario Company* sponsored by JA *& led 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. | ☐ |

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**\*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:** _____

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3.1.07 Product or Service Approval Checklist

**\*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. <span style="color:red">Do not move forward with your product planning or execution at this point</span> 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): _____**

3.1.07 Product or Service Approval Checklist