



# The Canadian Chamber of Commerce Company of the Year Award



Junior Achievement of Canada (JACAN)  
2009 – 2010 Program Year Guide

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## **Award Background**

- The Canadian Chamber of Commerce is the national leader in public policy advocacy on business issues and represents more than 170,000 businesses. Their goal is to foster a strong, competitive economic environment that benefits businesses of all sizes in all sectors across Canada.

## **Awards & Scholarships Management**

*The **Education Manager** has been appointed by JACAN to oversee the management of JACAN's National Awards & Scholarship Program and his/her responsibilities include the following:*

- Collaborate with JACAN Vice President of Education in updating JACAN's National Awards & Scholarship Programs and communicate with Charters as outlined in the Charter Communications Schedule.
- Serve as Liaison between the Sponsoring Organization and JACAN
- Coordinate meetings and act upon the Communications Schedule as outlined
- Identify Sources of marketing to promote the Awards through media, such as scholarship books, schools, e-mail blasts; appropriate media will be identified and discussed with JACAN
- Create Application Forms and establish Electronic Distribution Channels
- Short list all received applicants (Award Recipients & Non-Recipients) receive response in the form of a letter
- Conduct a Review with Donor Representatives regarding the Award Process
- Provide an Executive Summary of Award Process (3 – 5 pages long) and make recommendations to improve the overall Process

## Application Process

<b>Purpose</b>	To recognize the best managed JA Company in Canada
<b>Award</b>	Junior Achievers and Advisors from the winning Company receive certificates & the charter and sponsoring company each receive a plaque
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• All Companies enrolled and established in The Company Program – A Student Venture (In School &amp; After School Edition) for the <b>2009-2010 Program Year</b></li> <li>• Attendance must average at least 80% over the Program Year</li> <li>• Sales should be evenly distributed among all Company members; each Achiever must have sold at least 2 products</li> <li>• Company records must be complete and accurately reflect Company's business position</li> <li>• There must be evidence of Shareholders/Investors having received a minimum return on their original investment of at least 1%</li> <li>• The JA Staff must have witnessed good teamwork through the Program Year</li> <li>• The Company must have presented an acceptable Shareholders'/Financial Report</li> <li>• The Applicant must adhere to the rules and regulations concerning the Award including the completion of all requested documentation in the Application Package Requirements</li> </ul>
<b>Application Package Requirements</b>	<ul style="list-style-type: none"> <li>• The Application Form</li> <li>• Staff Statement of Verification (Please refer to pp.8)</li> <li>• Attachment with names of Achievers, Advisors and Counseling Firm involved</li> <li>• Completed company by-law and business plan including budget exercise</li> <li>• Minutes of all management meetings and board meetings</li> <li>• Annual Shareholders/Investors Report</li> <li>• No outstanding accounts payable or receivable</li> <li>• Evidence of shareholders/investors/partners having received a minimum return on their original investment of at least 1%</li> <li>• Payment of Profits Tax at 50% of net profit before tax</li> <li>• Overhead, wages, salary and commissions equal to or greater than those set out in the Advisor/Consultant manual</li> <li>• A sample product or photograph of the product produced or the service provided</li> </ul>
<b>Application Process</b>	<ol style="list-style-type: none"> <li>1. The Applicant submits the Application Package to his/her Charter by <b>May 18<sup>th</sup>, 2010</b></li> <li>2. Each Charter may submit one JA Company for this Award to JACAN by <b>June 1<sup>st</sup>, 2010</b>. Traditionally, the JA Company being recommended is the winner of the local 'Company of the Year' Award</li> <li>3. The Judging Panel reviews all Application Packages received by JACAN</li> </ol> <p>*Award Recipients must agree to have their names published in associations with JACAN</p>
<b>Deadlines</b>	<ul style="list-style-type: none"> <li>• Applicant's Submission Deadline to Charter: <b>Received by May 18th, 2010</b></li> <li>• Charter's Submission Deadline to JACAN: <b>Received by June 1<sup>st</sup>, 2010</b></li> </ul>

## Application Form

**Value:** Junior Achievers and Advisors from the winning Company receive Certificates & JA Charter and the Sponsoring Company each receive a Plaque; 1 Winning Company in Total

**Purpose:** To recognize the best managed JA Company in Canada

**Please submit all documents listed in the Application Package Requirements to your Charter by May 18th, 2010. Thank you for participating in JACAN's Program and applying for the Award. We wish you all the best in your future endeavors.**

<b>JA Charter:</b>		<b>Student Name:</b>	
<b>Male/Female:</b>		<b>Birth Date:</b>	
<b>Telephone No.:</b>		<b>E-mail Address:</b>	
<b>Address:</b>			
<b>City, Province:</b>		<b>Postal Code:</b>	
<b>Company Name:</b>			
<b>Counseling Firm:</b>			
<b>Student Signature:</b>			
<b>Counseling Firm Signature:</b>			
Applicant's Submission Deadline to Charter: <b>Received by May 18<sup>th</sup>, 2010</b>		Received On-Time: Yes/No	
Charter's Submission Deadline to JACAN: <b>Received June 1<sup>st</sup>, 2010</b>		Received On-Time: Yes/No	
<b>PLEASE NOTE:</b> The award recipient has 3 years from date of announcement in which to collect the scholarship. Otherwise the funds will be used to support other Awards & Scholarships.			

## **JA Staff Statement of Verification**

To be completed by the Senior Staff Person, Paid or Volunteer, responsible for The Company Program – A Student Venture (After School Edition)

**Required:**

In a brief paragraph (or point-form), on a separate piece of paper, outline how this Company has demonstrated the following:

- Teamwork among company members and Advising Team
- Commitment and determination
- Creativity in product design and/or service packaging
- Creativity in marketing strategies
- Ability to overcome obstacles

I have personally reviewed the operations and results of this JA Company, and am satisfied that they meet the basic criteria for Nation Company of the Year as noted in the application.

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JA Staff Person

Signature

Date



### Appendix A – Judging Panel Composition

Representative	Organization	Industry Sector

## Appendix B – JACAN & Charters Communications Schedule

Date	Step	Description	✓
May, 2009	1	Award Process review by a Representative of Donor/JACAN	
		New recommendations identified and discussed	
June, 2009	2	Changes incorporated in new applications	
		Judging panel identified in terms of Composition/Names	
September, 2009	3	Award information posted on JA Sites	
		E-mail blasts to schools to promote the Award	
		Communications sent to Charters regarding the Award	
October & November, 2009	4	Award information updated on JA Sites	
		E-mail blasts to schools to promote the Award	
		Communications sent to Charters regarding the Award	
December, 2009	5	Reminder to Charters to promote Awards & Scholarships	
January, 2010	6	Remind Charters of the <b>May 18th</b> Application Forwarding Deadline	
February, 2010	7	Remind Charters of the <b>May 18th</b> Application Forwarding Deadline	
March, 2010	8	Remind Charters of the <b>May 18th</b> Application Forwarding Deadline	
		Application deadline to JA Canada: <b>June 1<sup>st</sup></b>	
April, 2010	9	Remind Charters of the <b>May 18th</b> Application Forwarding Deadline	
		Application deadline to JA Canada: <b>June 1<sup>st</sup></b>	
		Charters to identify number of Applicants received	
May, 2010	10	Applications due at Charter by <b>May 18th</b>	
June, 2010	11	Applications due at JA Canada <b>June 1st</b>	
		Judging Panel reviews Applicants: <b>Week of June 1st</b>	
		Award Recipient determined by: <b>June 14</b>	
		Notify Award Recipients by <b>June 21</b>	
		News release to announce the Award Recipients	
		Conference follow up calls to the Award Recipients	
		Photos/Comments posted on JACAN & Charters sites	
		Award Recipients submit testimonials/experience letters to school Newsletters & JACAN	

## Appendix C – Awards Committee Schedule

### Calendar 2009

January	February	March	April
May	June	July	August
<b>Review Award Cycle Identify changes for the process &amp; procedures</b>	<b>Changes incorporated Judging Panel Composition confirmed</b>	<b>Announce Judging Panel composition to Charters</b>	<b>No action planned unless required otherwise</b>
September	October	November	December
<b>Award information posted on Charters sites National Awards Director selected &amp; oriented</b>	<b>JA/Sponsor E-mail blast to schools for promotions Charter Communications about the Award</b>	<b>Report on the Application submission status Review various logistics regarding the Award</b>	

### Calendar 2010

January	February	March	April
May	June	July	August
<b>Remind Charters of May 18th application deadline</b>	<b>Remind Charters of May 18th application deadline</b>	<b>Remind Charters of May 18th application deadline Prescreen &amp; Review Application Packages Judges review Application Packages received to date</b>	<b>Remind Charters of May 18th application deadline</b>
September	October	November	December

## **Appendix D – Media Coverage**