



2017-18 JA Company Program Registration Form

Welcome to JA British Columbia's Company Program!

To complete your registration please do the following:

- Print out this document
- Read the Participant Responsibilities (pp.1 & 2)
- Complete your Contact Information (p. 3)
- Sign the Student Participation Agreement, Parent/Guardian's Permission & Media Consent Forms (p. 3 & 4)
- Return pages 3 & 4 to JA British Columbia (JABC) via one of the following ways:
 - Scan and email to janitta.wong@jabc.org
 - Hand to one of your mentors at your next JA Company meeting

Participant Responsibilities

Each JA student participant plays a key role in making the program work and in order for you and your colleagues to run a successful business, it will be your responsibility to follow these policies:

Attendance: Students are expected to attend every weekly session. If you are unable to attend due to illness or other legitimate reason, you must phone or email your Student Company's Attendance Coordinator prior to the meeting's start time.

Respect: Everyone is asked to practice good business manners. JA companies conduct business in a professional manner, giving everyone opportunity to speak at meetings and voice their opinions and suggestions. JA students are expected to respect and support decisions made by the JA Company in conducting its business.

Financial Obligations: JA students are expected to handle monies, bank accounts and financial obligations incurred by their JA Company in a safe and responsible manner. Financial transactions must first be discussed and approved by the student executive and the advisory team before they are carried out. (This would include supply orders, student employee wages & commissions, charitable donations, payouts to shareholders etc.)

Punctuality: Meetings will begin on time. JA Company Executive should arrive 15 minutes prior to the regular group meeting time to discuss that day's agenda with the Advisory Team.

Transportation: JA students must make their own arrangements for transportation to and from weekly meetings. Due to insurance and other legal reasons volunteer mentors are not able to provide rides or other transportation for student participants.

Meeting Space: Everyone is expected to respect the meeting facilities and any supplies or equipment made available to the group. Everyone is expected to help with clean up and room set up as required.

Smoking: Smoking should occur only in designated areas outdoors, and should not occur during any JA Company meeting session.

Consumption of Alcohol and Illegal Drugs: Consumption of alcohol or illegal drugs during JA Company meetings or work sessions is not acceptable. Inappropriate activity in regard to these substances will result in immediate dismissal from the program.

Cell Phones and Electronics: All phones, tablets, games, listening devices and other electronics should be turned off or muted during meetings, in keeping with standard business protocol. There will be times when it will be appropriate to use your own device for CP activities as indicated by your Advisory Team.

Snacks: If appropriate JA students may bring snacks for consumption during meeting breaks.

Breaks & Restrooms: Everyone is asked to respect the group's policies regarding snack breaks, restroom visits etc.

Termination of Participation: JA student participants will be asked to leave the Company Program if their lack of attendance or inappropriate conduct becomes problematic.

Company Program Contact at JA British Columbia:

Wafa Bilal
Program Manager, High School, Surrey
Wafa.Bilal@jabco.org
604.614.5627

Student Contact Information

2017-2018

By completing this form I understand I am giving JA British Columbia permission to collect this information and contact me as appropriate during my participation in the Company Program:

(Please type or print clearly) JA Program Location: _____

Student First Name: _____ Last Name: _____

Age: _____ Male/Female: _____

Name I prefer to be called by: _____

Name as I would like it to appear on my Program Completion Certificate:

Street Address: _____

City: _____ Postal Code: _____

Email: _____ Student Telephone: _____

School: _____ Grade (Fall 2017): _____

Have you participated in Junior Achievement before? ___ If yes, name(s) of program(s) you have taken:

My Parent/Guardian's Name: _____

Parent/Guardian Email: _____ Parent/Guardian Phone: _____

Student's Participation Agreement

As a student participant in JA's Company Program, I agree to follow JA British Columbia's policies regarding conduct and participation as outlined on pages 1 and 2 of this document:

Student Name (please print) Student Signature Date

Parent/Guardian's Permission

I have read and agree to JA British Columbia's policies regarding student conduct and participation and give permission for my son/daughter (print name) _____ to participate in JA Company Program this year. I give permission for JA British Columbia to use the information in this document to contact my son/daughter as appropriate during his/her participation in Company Program.

Parent/Guardian Name (please print) Signature Date

Media Consent

YES I authorize JA British Columbia (JABC) and JA Canada to allow photographs and/or video footage of me to be used in communications related to JA's programs and sponsors of these programs.

NO I do not authorize JA British Columbia (JABC) and JA Canada to allow photographs and/or video footage of me to be used in communications related to JA's programs sponsors of these programs.

I am aware that these photographs may be used by the media for broadcast or in printed publications, included in displays and/or electronic media, and/or printed in publications to raise awareness of JA programs and activities. I understand that JA and JA sponsors will not use any images in a manner that may be deemed adverse or defamatory.

I do not hold JA responsible for informal photos taken by other students participating in the program.

This agreement may be cancelled at any time at the discretion of either party.

Name of Student/Participant (please print)

School/Organization

Signature of Student/Participant

Date

Name of Parent/Guardian (if participant is under 18 years old) (please print)

Phone Number

Parent/Guardian Signature

Date

If you would like to be notified if a photo or image is to be used in a large media or public awareness campaign, please provide contact details:

E-mail: _____

Tel: _____

Emergency Contact: _____

Tel: _____

For more information please contact Kari Buchanan, Manager, Marketing & Communications at: kari.buchanan@jabc.org or 604-688-3887 ext. 231.