



Junior
Achievement®

THE COMMUNICATOR

Week Nine – Dec. 14th, 2010



Business Plans Due Week 11

Each company must submit a business plan. They are due in *Week 11* which is your second week back after Christmas break. You should have been working on it over the past few weeks.

The Business Plan is your company's "blueprint" so it's important that it's well organized and executed. Don't forget there is an *award* for the Best Business Plan that will be given out at the Annual Awards and Recognition Gala in the Spring.

Trade Fair Debrief

Take a few minutes tonight to go over what went well at Trade Fair and what could be improved. Your company should be doing community booths and craft sales on their own and we will host a Sales Blitz in February. Did your price work well, did everyone show up for their time slot, was the booth everything you thought it should/could be? Use it as a great learning opportunity.

Happy Holidays!

It's that time of year again – the most wonderful time of the year some say – including us here at JA! Why? Because, this is a great season for promoting your company! Lots of people are looking for unique gifts to give for *Christmas* – why not use this to your advantage! Craft shows and holiday events are incredible selling opportunities. Friends, family, coworkers (or your parent's coworkers) looking for *gift ideas* could be your best customers. Find out who and what they need to buy for and fill that need with your product or service. Your company could make a lot of money before the New Year if you get your product out there!

National Awards

National Awards have now been released from JA Canada. If you did not get your copy at Trade Fair then your program manager will get them out to you early in the New Year. Complete National Awards and Information are available online at JA Canada but still must be submitted through your program manager as they must have a letter of reference from them. Award information is under About JA on the JA CANADA website www.jacan.org. Check them out today!

Paper Chase

If your name is here then your company sent in its submissions and earned points!

Remember: Submissions are due **Thursday by 4:30pm.**

Freak Lunchbagz
Dream Catchers
T
Capers For A Cause
Pitch Black Promotions
Tec-Grow
Uniqueness
Nova Gear
Eureka!
UJAMAA Creations
Live.Love.Cards
Warm Spirits
LEAF
Squeaky Green
Hexar Sleeves
Lumina
Woof

Social Media

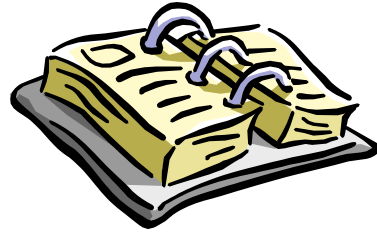
Facebook: <http://www.facebook.com/pages/Junior-Achievement-of-Nova-Scotia/205405132156>

Twitter: <http://twitter.com/#!/janovascotia>

LinkedIn: <http://www.linkedin.com/companies/junior-achievement-nova-scotia>

YouTube: <http://www.youtube.com/user/janovascotia>

TONIGHT'S TASKS Week Nine



- **Management Team Meeting**
MUST BE HELD WEEKLY
- **Production and sales continue**
- **Continue working on Business Plan**
- **Submit records for audit**

NOTE: If you wish, and have time, it might be beneficial for your group to discuss your company's experience at Trade Fair on Saturday, December 13th.

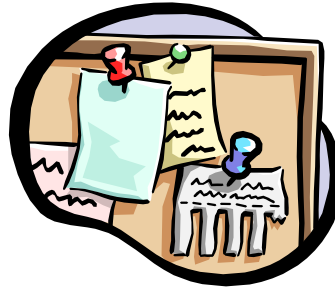
DUE IN TONIGHT

Weekly Summary

**Pay first JA invoice
Company records for audit**

**The deadline for submissions is
Thursday at 4:30 pm**

THE NOTICE BOARD



Get Ready for your Company Audit!

We are nearly halfway through the company program year! Therefore it is time for your audit. Please email a copy of your computer files to the JA office by **Thursday at 4:30pm**. You should not be “preparing” for this audit. We want to get an idea of what your company has accomplished to-date, and identify any areas that may need improvement. Please send your files in as they are – do not change them to imply your company is doing better than it really is. We will not accept inaccurate reports, and sending them in that way will only hurt the success of your company.

Your audit does not count for JA points – it is only completed to “check up” on your company and the only thing that counts is the fact that you had an audit. This is not a competition. We are looking for improvements in your company over time and to ensure that you are on the right track.

Company Sponsors

If you have not already done so, please be sure to send your company sponsor a **sample** product. You also need to send them a *thank-you* letter. You should tell them about your company and what you are doing. All Sponsors should be invited, in writing to your open house and final Board meeting. Your sponsor allows your company to exist, so it's important to maintain a positive relationship with them and voice your appreciation. Talk to your Advisors to get the contact information for your sponsor(s).

New Year Retreat

Don't forget your company will be having a company “retreat” for week 11. Think about what your company might want to do that evening, skating, mini golf, game night or sledding? Maybe you want to join with another JA company for the evening. Chat about it tonight and be ready to make plans week 10 after the holiday break.



REMINDER

This week - December 14th is your last meeting for this year. You will start again the week of January 2nd.

Sales Chart Time!

Many companies are starting to report sales, even before trade fair, how is your company doing in comparison, check out the sales chart to find out. Each week from now on we will have a sales chart. Your company needs to submit your Break even as well as your sales now on a weekly basis. Send this information to your program manager. Only when you compare sales to a company's breakeven can you really see how they are doing.

Send all your documents to the Program Manager for your area:

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