

RECOMMENDED HOUSEKEEPING CHECKLIST FOR YOUR FIRST MEETING

(ADJUST AS NEEDED FOR OTHER MEETINGS)

- Review policies and procedures**
 - Use of Space**
 - Review policy for washrooms, restricted areas and cleaning up
 - Review emergency policies and procedures (i.e. locating the emergency fire exits, what to do in the event of an emergency, etc.)
 - A/V Equipment and WIFI Access**
 - Who has access/permission
 - Food**
 - We recommend that no food be brought to the first meeting due to allergies that you may not be aware of. A best practice is to have students let Advisors know confidentially before the end of the meeting if there are any allergies/medical conditions the team should be aware of.
 - Let students know if they can bring their own food to meetings
 - Some teams will decide that they will pitch in money to buy snacks each week (some teams may also decide to budget money for snacks as a company expense once they have raised their start-up capital)
 - There is no requirement by the host/sponsor to provide snacks/dinner
 - Code of Conduct**
 - Students will have received a Welcome Package from JA which outlines the policies and procedures for the program. We recommend you review this and go over your expectations as volunteers regarding their attendance and behavior and what the process/consequences will be if they do not follow
 - Student Welcome Package:
 - Student Policies & Guidelines:
- Verify student and parent information is accurate as well as their preferred name (some students prefer a nickname as opposed to what they have registered with.)**
 - Sometimes students will complete the parent section with students' information and vice versa, please confirm the information – and notify JA of any updates/changes
- Remind students to have their parents/guardians complete the online Parent & Media Consent Form before the next session.**
 - Parent & Media Consent Form Link: <https://permission.click/bJW4Q/ca>