



Tool Kit for Community Groups

Sylvan Lake Family and Community Support Services.

Setting up a nonprofit involves some work, but it's worth it. When you are done with the process, you will have an organization that will help you grow and protect the project that you and the rest of your community have put so much time and effort into.

This Toolkit offers some information and resources about what's involved in setting up a nonprofit and what benefits it will bring you.

We hope this will serve as a starting point as well as a useful reference to those of you going through this process, or who are thinking about setting up a nonprofit for your own community.

Tool Kit for Community Groups

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Tool Kit for Community Groups

Pros and Cons of Incorporation

This tool kit contains valuable information on getting active as a community group:

- How to decide if your group should be incorporated
- How to organize your events
- Where to find funding for events
- Where to find spaces for your activities
- How to promote your events

You can incorporate your organization either provincially or federally and the procedure is similar to the process of incorporating a company. Your organization will not be legally recognized as a nonprofit without incorporating or registering. The group's name would be protected against use by other legal entities. Although a committee or organization does not need to incorporate, there are several advantages incorporating.

PRO

It represents the group as stable, responsible and incorporation is noticeable measure closer to permanency. This may attract new members. Incorporation limits an association's liability in case of debts. Incorporation legally commits an association to follow written objectives. Incorporation opens doors to government grants that would be otherwise unobtainable.

CON

Small groups may attach themselves to other associations, and use its support services and incorporated status.

This agreement may limit the independence of the incorporated association. Incorporation means that all the association's documents can be seized for inspection by the government at any time.

Steps to Incorporation in Alberta

1. Appoint a committee of members specifically for incorporation.
2. Obtain necessary application forms from the Alberta Corporate Services website:
www.servicealberta.gov.ab.ca
3. Secure the services of a lawyer. Many will voluntarily help.
4. Obtain copies of other incorporated associations constitutions and by-laws to use as guidelines.
5. Request assistance from the FCSS Volunteer Centre at 403-887-1137
6. Draft a constitution and set of by-laws specific to your association. A generic set of bylaws can be found on the Service Alberta Website.
7. Have the lawyer check the legality of your constitution and by-laws.
8. Complete an Alberta Search Report on your association's proposed name. This process will take up to 90 days.
9. Complete and send in the forms with required fees.



Registering as a Charitable Organization

Registration gives those who donate funds to your association the opportunity to deduct those donations from their taxes, providing they have been given a receipt.

For the application form, T2050, contact the District Taxation Office. When completed the form must be mailed to:

Charities Directorate
Canada Revenue Agency
Ottawa ON
K1A 0L5

Pros

Becoming a registered charity becomes an incentive for personal or corporate donations from everyone.

The tax break offered to all donations becomes a great fund-raising option.

As a registered charity, the association may be exempt from taxation under the section of the Income Tax Act, and will be eligible for rebates of the GST on certain goods and services used in non-taxable activities.

Cons

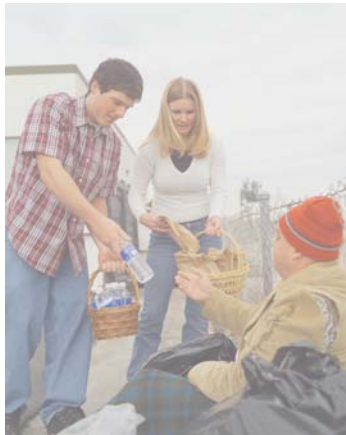
There are some cons to becoming a registered charity.

The association must remain non-partisan at all times.

There will be an expenditure limit imposed on the proportion of the association's resources that can be spent influencing public opinion.

The association must remain a non-profit organization. If a charity changes its mind after registration and wants to wind up or dissolve, it must ask to have its registered charity status revoked. A revoked charity must give all its assets to another registered charity, or pay a revocation tax equivalent to the full value of its remaining assets.

*Sylvan Lake
Registry Services
150 Pelican Place
887-2176 has the
forms necessary for
incorporation and
registration. Check
them out!*



Charitable Status

The Canada Income Tax Act only recognizes groups that are of an exclusively charitable nature (broad definition) and can show a degree of formal organization.

There are currently over 75,000 registered charities in Canada. Obtaining a registered charitable taxation number (charitable status) is something that appeals to many non-profit groups.

The decision to apply for registration as a charity is

an important one. After a charity is registered, it will have many obligations to meet each year, such as filing an information return and meeting a spending requirement. A charity has obligations to the recipients of its charitable activities, to its volunteers, to its donors,

and to the general public.

There are also a number of legislative and regulatory obligations a charity must fulfill for the various levels of government (federal, provincial, and territorial).

The following is the Canada Revenue Agency website which has more information relating to charitable organizations

www.cra-arc.gc.ca/tx/chrts/



How to Estimate the Value of Volunteer Work

It is sometimes very useful for a voluntary organization to be able to calculate the value of a volunteer time donated to it or to the voluntary sector as a whole. Such calculations can gain public good will by showing the hard dollar value of the voluntary sector's contribution to the community. They can also help potential contributors and funding agencies appreciate the cash value of the non-money resources contributed to a project by the local community.

One way to demonstrate the economic value of volunteer work is to calculate the number of full-time, year-round positions (person-years), which the volunteer hours would equal.

A second way is to estimate the economic value of volunteer labour is to determine how much it would cost to pay for the same amount of work in the paid labour force.



To determine the number of full-time year-round equivalent jobs that volunteer workers in your organization represent:

1. Estimate total number of volunteer hours donated to your organization over the past 12 months.
2. Divide this number by the average working year for workers in Alberta working in community, business, and personal services.
 - This number, according to 1993 Statistics Canada data, is 1,689.6.
3. The figure you arrive at is the number of full-time year-round jobs your organization provides to the community on a volunteer basis.

To estimate the total dollar value of volunteer work in your organization:

1. Estimate the total number of volunteer hours donated to your organization over the past 12 months.
2. Multiply this number by the Statistics Canada Average Hourly pay is \$20.16.

Source: Statistics Canada (Last modified: 2009-05-07.)

 - Average wage rates do not remain the same from year to year.

To update the wage figure for the current year contact the Employment, Earning and Hours Branch of Statistics Canada
Inquiries line:
1-800-263-1136
<http://www.statcan.gc.ca/reference/refcentre-centreref/index-eng.htm>

Organizing Your Events

Organizing a special event is a time-consuming job. With so many details to be addressed, it's important that you get as much information as you can when you need it.

In an effort to help you prepare for your event, the Town of Sylvan Lake has produced Special Events Policy which can be accessed at:

<http://www.town.sylvan-lake.ab.ca/policies/Special-Events.pdf>

You may also access, an application form to apply to the Town of Sylvan Lake at:

<http://www.town.sylvan-lake.ab.ca/policies/Special-Event-Application-Form.pdf>

For more information regarding events and planning in Sylvan Lake, please contact the Recreation Parks & Culture Department: 403-887-2199

For the latest research on volunteers, volunteerism, and the charitable and voluntary sector go to:

www.nonprofitscan.ca

Organizing Your Events

There are many organizations within Sylvan Lake that have spaces available for community group use. Our rapidly growing community has put a huge demand on our town facilities. With the completion of a new aquatic facility the Town is now looking towards twinning the Arena. The Family Community Centre has just undergone a make-over and the Arena has completed renovations. A list of all the Town of Sylvan Lake facilities is included below. There are a many different facilities available within the community.

The Family Community Centre

Facility: Auditorium/Gymnasium, Kitchen, Craft room, Meeting room

Location: 4725-43 Street

Contact: (403) 887-1137

Capacity: Auditorium/Gymnasium seats 300
Kitchen 4 stoves, 2 sanitizers,
2 coolers, 1 deep freezers
Meeting room seats 30

Multi-Campus Facility

Facility: Gymnasiums, Fine Arts Centre, Meeting room

Location: 2 Falcon Ridge Drive

Contact: (403) 887-2199

Capacity: 2 Gymnasiums, 80' x 96'

1 Gymnasium, 65' x 95'

Fine Arts Centre seats 166 (bleachers)
400 chairs available

Sylvan Lake Municipal Library

Facility: 2 program rooms

Location: 4715-50 Avenue

Contact: (403) 887-2130

Capacity: Room A seats between 22-35

Room B seats between 10-12

Bethany Sylvan Lake

Facility:

Location: 4700-47 Avenue

Contact: (403) 887-7741

Capacity:

Royal Canadian Legion Branch #212

Facility: Hall, Meeting rooms

Location: 4916-50 Avenue

Contact: (403) 887-2601

Sylvan Lake Bahá'í Conference and Training Centre

Facility: Assembly and Dining Hall, and Meeting Room

Location: RR#1 Site 8 Box 2

Contact: (403) 887-5728

slbc@telusplanet.net

Capacity: Assembly Hall seats 200

Dining Hall seats 100

Meeting Room seats 50

Alliance Community Church

Facility: Sanctuary, Kitchen, Conference rooms

Location: 4404-47 Avenue

Contact: (403) 887-8811

Gospel Chapel

Facility: Basement with Kitchen

Location: RR1, Box 1078 (*Directly south of the Mac's on 50th Street*)

Contact: (403) 887-2004

Sylvan Lake Golf & Country Club

Facility: Tournament House, Duffer's Den, Club House

Location: 5331 Lakeshore Drive

Contact: (403) 887-3030

Capacity: Tournament House seats 250

Duffer's Den seats 100

Club House seats 20-100

Lions Hall

Facility: Hall

Location: 5119-50A Avenue

Contact: (403) 887-3776

Capacity: 80-100

For more information, check out the Sylvan Lake Program Guide.

Funding

Societies and Not-for-profit Groups and Organizations often look toward grant programs to find funding for special projects. There are regional, provincial and federal grant programs as well as private foundations that can be accessed at specific application times throughout the year.

Provincial Programs:

- Alberta Tourism Recreation and Parks
www.tpr.alberta.ca
- Alberta Foundation for the Arts
www.affta.ab.ca/grants.aspx
- Alberta Ecotrust
www.albertaecotrust.com
- The Shell Environmental Fund
www.shell.ca
- Alberta Culture and Community Spirit
www.culture.alberta.ca/grantprograms
- Alberta Lottery Fund—Grant Programs
www.albertalotteryfund.ca
- Summer Temporary Employment Program (STEP)
www.employment.alberta.ca/CES/3158.html

If your group needs money to purchase equipment, hire contract staff, take a community class, get a special project off the ground, or as an investment in capital purchases, you may want to explore the following programs for assistance

Locally, we have several grant sources including:

- F.C.S.S
- Red Deer and District Community Foundation
- Sylvan Lake and Area Community Endowment Fund

For more information about funding sources, fundraising workshops, and corporate sponsorships, please call the F.C.S.S. Volunteer Centre
(403) 887-1137.

For more information regarding the community, check out the Town of Sylvan Lake's Web site:
www.town.sylvan-lake.ab.ca

Promoting Your Local Event

Sylvan Lake News

Suite #103, 5020-50A Street
Sylvan Lake, AB T4S 1R2
Phone: (403) 887-2331 or
toll free 1-888-882-2331
Fax: (403) 887-2081 or toll free 1-888-999-2081
e-mail (sales@sylvanlakenews.com)
e-mail editor (sylvanlakenews.com)

Red Deer Advocate /Red Deer Life/ Central Alberta Life

2950 Bremner Avenue
Red Deer, AB
T4R 1M9
Main phone: 403-343-2400
Newsroom e-mail:
editorial@reddeeradvocate.com
Web site: www.reddeeradvocate.com

Red Deer Express

#121, 5301-43 Street,
Red Deer, AB T4N 1C8
Phone: (403) 346-3356
Fax: (403) 347-6620
Email: express@reddeer.greatwest.ca
Web site: www.reddeerexpress.com



Other Ways to Promote Your Event

Radio

KG Country 95.5 FM

4920- 59th Street
Mail: Bag 5339
Red Deer, AB
T4N 6W1
Phone: (403) 343-1170
Fax: (403) 346-1230
Web site: www.ckgy.com

Zed 98.5 FM

4920-59th Street
Mail: Bag 5339
Red Deer, AB
T4N 6W1
Phone: (403) 343-1303
Fax: (403) 346-1230
Web site: www.zedfm.com

Sunny 94.1

4725 49B Avenue
Lacombe , Alberta
T4L 1K1
Phone : (403)786-0194
Fax: 403.786.0199
Web site: www.sunny94.com

Big 105.5 FM

2840 Bremner Avenue
Phone: (403) 343-7105
Fax: (403) 343-2573
Web site: www.big105.fm

106.7 The Drive

2840 Bremner Avenue
Red Deer Alberta
T4R 1M9
Phone: 403-343-7105
Fax: 403-343-2573
Web Site:www.1067thedrive.fm

CBC

CBRD 102.5 FM
Mail: Audience Relations
P.O. Box 500 Station A
Toronto, ON M5W 1E6
Phone: 1-866-306-4636
Web site: www.cbc.ca

CKUA

CKUA 101.3 FM
Calgary:
Mail: Epcor Centre for the
Performing Arts
205 - 8 Avenue S.E.
Calgary, Alberta T2G 0K9
Phone: (403) 266-5566
Fax: (403) 262-3645

Edmonton:

Mail: 4th Floor - 10526
Jasper Ave.
Edmonton, Alberta
T5J 1Z7
Phone: (780) 428-7595
(800) 494-2582
Fax: (780) 428-7624
Web site: www.ckua.com

Television

CTV Television Network

Mailing Address:
P.O. Box 9, Station 'O,'
Scarborough, Ontario,
Canada
M4A 2M9
Courier Address:
9 Channel Nine Court,
Scarborough, Ontario,
Canada
M1S 4B5
Telephone: (416) 384-5000
TTY/TDD: 1-800-461-1542

CTVglobemedia

Mailing Address:
299 Queen Street West
Toronto, Ontario, Canada
M5V 2Z5
Web site:www.ctv.ca

Shaw Cable

4761 - 62 Street,
Red Deer, AB
T4N 2R2
Phone: (403) 340-6447
Web site: www.shaw.ca

Others

Discover Sylvan Lake

Yearly publication
Phone: (403) 887-2331
Deadline for booking ads:
March 2010

Sylvan Lake Community Program Guide

Published three times a year.
by the Town of Sylvan Lake
Phone: (403) 887-2199

Town of Sylvan Lake Announcement Boards

The Recreation and Parks
Department has four
community announcement
boards available for use for
advertising upcoming public
events. These boards are
located at Lions Park, Four
Seasons Park and Highway
11. For more information
regarding the use of these
boards please contact, (403)
887-2199.



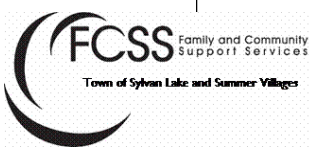
Community Events

Date	Event	Contact
April	Volunteer Week	403)887-1137
June	Senior's Week	(403) 887-1137
	1913 Days Events	(403) 887-2199
	Recreation and Parks Month	(403) 887-2199
	Environment Expo & Fish Fry	(403) 887-2199
August	Shake The Lake Jazz at the lake	(403) 887-2199
September	Community Information Fair Fall Festive	(403) 887-1137 (403) 887-2199
October	Spooktacular Extravaganza Family Week	(403) 887-2199 (403) 887-1137
November	Festival of Trees Senior Information Fair	(403) 887-2199 (403) 887-5428
December	Santa Claus Parade Breakfast with Santa New Year Fireworks at the Lake	(403) 887-2199 (403) 887-2199 (403) 887-2199
February	Winterfest & Polar Bear Dip	(403) 887-2199

Sylvan Lake-
"A Town for All
Seasons"

Check the Event Calendar on the Sylvan Lake Website for other dates that come up through the year.

<http://www.town.sylvan-lake.com>



Volunteering in the Community

“No act of kindness, no matter how small, is never wasted”
Aesop



“In 2000 the Canadian Centre for Philanthropy estimated that the total time volunteered by all Canadians is 1.05 billion hours.”

One of the very best ways to get to know your community is through volunteering. Volunteering can be a very rewarding activity.

North American civilization as we know it was built not just by government and corporations, but to a great degree by the efforts of volunteers. “People helping people” is as old as humankind. In Sylvan Lake there is no shortage of people willing to donate their free time to support worthy community initiatives and causes.

“Building Communities Through Volunteer Service”

Sylvan Lake F.C.S.S. Volunteer Centre, is here to provide information and referral about volunteer opportunities to the broader community. The Volunteer Centre’s wishes to assist community members in making volunteering a positive experience.

The Volunteer Centre also offers non-profit and volunteer organizations’ board development workshops and has resources available that can be borrowed.

In 2000 the Canadian Centre for Philanthropy completed a national study on volunteerism in Canada. The organization estimates that the total time volunteered by all Canadians is 1.05 billion hours, or the equivalent of 549,000 full time jobs. In Alberta about \$1.5 billion worth of volunteer work is contributed annually.

The need for volunteers is ever increasing. As a result volunteers like yourself are and will continue to be instrumental in meeting community needs.

Fortunately, volunteering is enormously rewarding and often very fun. As you can see volunteering is a winning situation for the individual and the community. Whatever your reason for wanting to get involved, you can be sure that there is a place for you in Sylvan Lake to contribute to the volunteer sector.

Want to lend a hand? Helping hands are needed throughout the community. To find out when and who needs a hand, contact F.C.S.S at (403) 887-1137.

Visit the Sylvan Lake Town website at the volunteer centre and register on my volunteer page.

www.sylvanlake.ca

Besides the tangible physical and financial benefits volunteers contribute to the province and the Town of Sylvan Lake, working as a volunteer gives you an opportunity to:

- Make a better community
- Meet people
- Have fun
- Share a hobby or skill
- Network with professionals
- Give recognition
- Gain skills and experience
- Feel a sense of accomplishment
- Support a cause you believe in
- Gain Canadian work experience for recent immigrants



Sylvan Lake Residents' Action Guide

ORGANIZATIONAL PROFILE FORM

If your local, non-profit organization is not listed in the directory, please fill out this **Organizational Profile** and fax it to (403) 887-1194 so we can include you in future Sylvan Lake Residents' Action Guide editions.

Full Name of Organization/Agency _____

Mailing and Street Address _____

City, Province, Postal Code _____

Phone _____ Fax _____ Email _____

1) Contact Person 1 (Name/Title) _____

Phone Work _____ Phone Home _____ Email _____

2) Contact Person 2 _____

Phone Work _____ Phone Home _____ Email _____

2) Organization Focus (Please circle a maximum of three):

- Arts and Culture, Outdoor recreation, Urban Issues,
- Community Development, Recycling/waste reduction, Visual arts,
- Crisis prevention, Mental Health, Wilderness and Parks,
- Education, Natural History, Women's Issues,
- Ethics/Spirituality/Philosophy, Environment, Youth Development,
- Health/Wellness, Religion, Service Industry,
- Heritage Preservation, Social Services, Athletics/Sports,
- Housing, Theatre Arts, Social,
- Indoor Recreation, Transportation,
- Other _____

3) Year founded _____ # of staff _____ # of members/volunteers _____

4) Membership Criteria/Fees _____

5) Please describe the purpose/aim of your organization (to improve...to promote...etc):

6) Briefly describe any opportunities/programs for volunteers that your organization provides:

7) Are your activities local/provincial/national/international (please circle).

8) Newsletter or publication

Title _____ Frequency _____

9) Please indicate if your organization provides any of the following resources to the community (please circle):

- a) Produces original print or audio-visual educational resources;
- b) Supplies speakers or conducts workshops;
- c) Operates a resource library for public use;
- d) Other _____

10) Other comments/additional notes about your organization:

Thank you for your time in filling out this form. Please mail it to:

F.C.S.S. Volunteer Centre
Town of Sylvan Lake
4926 50th Avenue
Sylvan Lake, AB T4S 1A1
or fax it to (403) 887-1194.