

# SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

## F.F.A. LOCAL COMMITTEE POLICY MANUAL

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POLICY MANUAL**

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## **1 MISSION STATEMENT**

The F.F.A. Local Committees of the Saskatchewan Foster families Association, Inc. exist to improve the quality of care for all children and youth in care requiring provincial services in Saskatchewan by encouraging, promoting, and assisting the development of healthy foster homes.

## **2 VISION STATEMENT**

To empower resilient families for the betterment of all society

**TERMS OF REFERENCE**

**The following is a list of abbreviations that will be commonly used through out this manual:**

Saskatchewan Foster Families Association, Inc.	S.F.F.A.
Board of Directors	Board
Ministry of Social Services	Ministry
Annual General Meeting	A.G.M.
Foster Families Association	F.F.A.

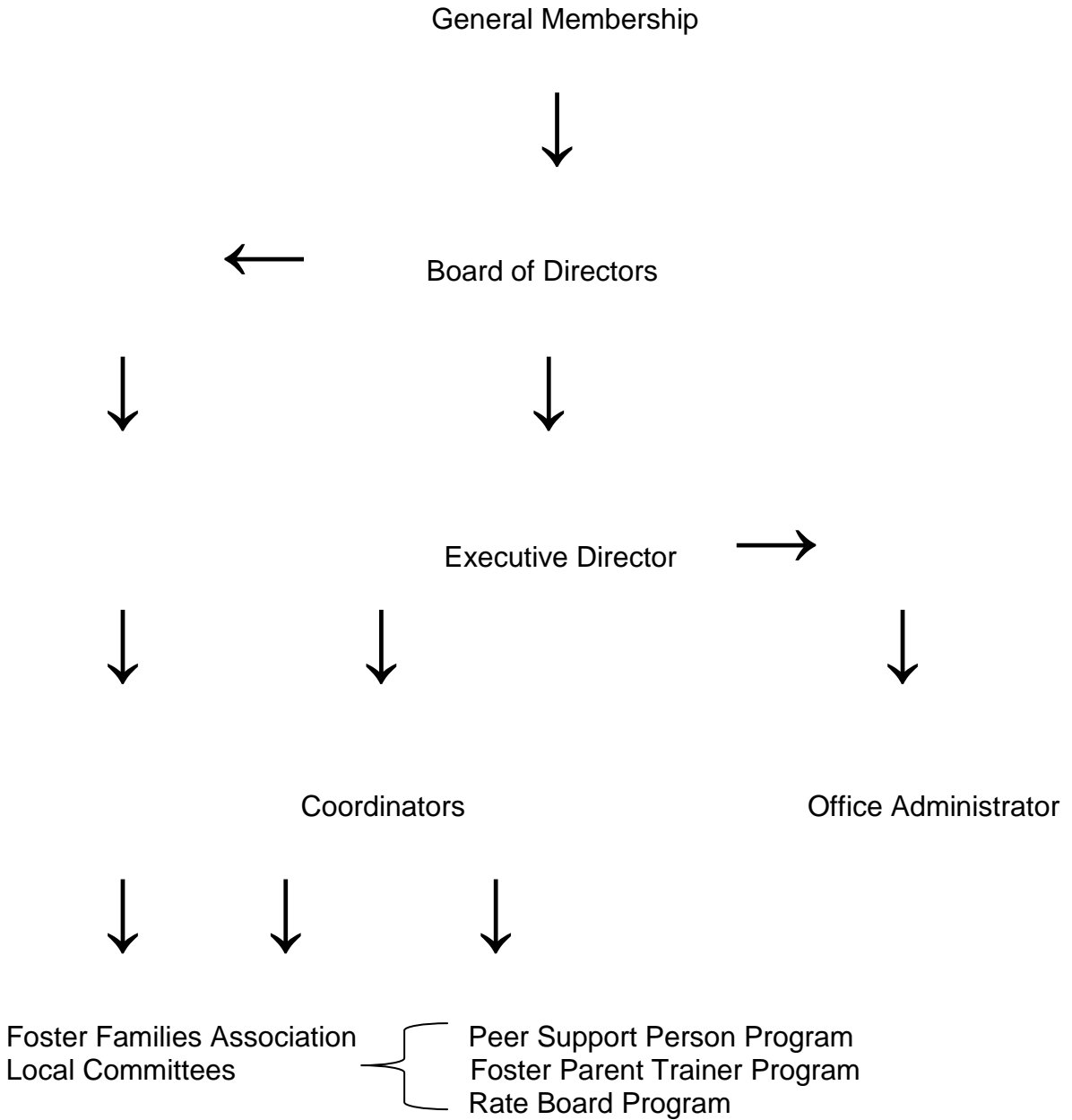
**According to the S.F.F.A. the following is a chain of command in regards to Manuals:**

S.F.F.A. Constitution  
S.F.F.A. Policy Manual

The following is a list of other S.F.F.A. approved manuals:

- F.F.A. Local Committee Policy Manual
- S.F.F.A. Volunteer Programs Manual
- S.F.F.A. Personnel Manual

ORGANIZATION CHART



**FISCAL YEAR**

Each fiscal year of the Foster Families Association Local Committees of the S.F.F.A. shall begin on April 1<sup>st</sup> and terminate on March 31<sup>st</sup> of the following year.

Note: Year end reporting (Appendix E) for all financial matters pertaining to the Foster Families Association Local Committee is the 15<sup>th</sup> of March of the current fiscal year.

## **MEMBERSHIP & ETHICAL STANDARDS**

### **1 General Members**

Membership is open to all Foster Parents in Saskatchewan who have been approved by and remain in good standing with the Ministry of Social Services.

For further details on membership and rights, refer to the S.F.F.A. Policy Manual Section VI, Point 1.

### **2 Associate Members**

Associate membership is open to all individuals and groups approved by the Board of Directors of the Saskatchewan Foster Families Association, Inc. Any individuals or groups approved by the Board must be ratified at the next Provincial Annual General Meeting of the Saskatchewan Foster Families Association, Inc.

For further details on the application, the approval process and rights, refer to the S.F.F.A. Policy Manual Section VI, Point 2.

### **3 Ethical Standards**

In recognition of the fact that it is the duty of this Association to respect and protect the Rights of foster families and the Rights of children and youth in care, the following code of Ethical Standards shall apply to all members and activities of the organization:

3.1 All statements, information, advice and proposals will be honest and factual.

3.2 Sufficient disclosure of pertinent facts and information shall be made as may be necessary to enable one to make a fair appraisal of the proposal as related to the requirements to be fulfilled.

3.3 Public decency and good taste shall be duly regarded.

3.4 Exploitation in any form shall be avoided.

**GOVERNANCE****1 ACTIVE FOSTER FAMILIES ASSOCIATION LOCAL COMMITTEE**

1.1 A Foster Families Association Local Committee shall consist of an organized group of S.F.F.A. members as approved by the S.F.F.A.'s Board.

1.2 Associate Members may establish their own Foster Families Association Local Committee, as approved by the S.F.F.A.'s Board.

1.3 Each Foster Families Association Local Committee shall have a slate of officers and a set of policies as set out or defined by the S.F.F.A.'s Board.

a. President

b. Vice President

c. Secretary\*

d. Treasurer\*

e. Two (2) Members at Large

\*means that the Secretary and Treasurer positions can be combined into a single Secretary / Treasurer position and it will then follow the same year as the Treasurer for election purposes.

1.4 A minimum of two (2) executive members must be maintained in order to stay active. One (1) of these must be the Treasurer or Secretary / Treasurer in order to maintain proper signing authorities.

1.41 Once the Foster Families Association Local Committee elects a new Executive, it is a requirement for the Foster Families Association Local Committee to submit a full list of Executive members and other positions with the Foster Families Association Local Committee to the S.F.F.A. in writing. This list will include the names, the positions, the phone numbers and the addresses of the said individuals. This list shall be submitted to the S.F.F.A. office by the following April 15<sup>th</sup> or whenever there is a change to the list.

1.42 If there is a formal investigation into a Foster Families Association Local Committee Executive member's household, that person must temporarily step out of their position until the conclusion of the investigation and he/she has been cleared. He/she shall immediately inform the F.F.A. Local Committee President that he/she is unable to fulfill his/her duties (a Local Committee President under investigation would immediately inform the S.F.F.A. Executive Director and the person on their local executive that would assume their duties; normally the Vice President). This information will be kept in the strictest of confidence. The remaining F.F.A. Local Committee Executive will be informed at the time of the next executive meeting, but not before the thirty-first (31<sup>st</sup>) day, that a temporary vacancy exists. A temporary appointment will remain in effect only until the member is able to resume his/her duties, or the full term of office naturally expires.

1.43 If there is a formal investigation into a Foster Families Association Volunteer Program Person's household, that person must temporarily step out of their position until the conclusion of the investigation and he/she has been cleared. The volunteer shall immediately notify the S.F.F.A. Executive Director that he/she is unable to fulfill his/her duties. This information will be kept in the strictest of confidence. The S.F.F.A. Executive Director will work to make sure temporary coverage is available until the volunteer is able to return.

1.44 Each Foster Families Association Local Committee shall have a minimum of ten (10) S.F.F.A. members.

1.45 If a Foster Families Association Local Committee falls below minimum membership, the provincial Board of Directors will designate that Foster Families Association Local Committee as inactive.

1.46 All restructuring of Foster Families Association Local Committees must be submitted to the Provincial S.F.F.A office for consideration.

1.47 For governance regarding Local Finance refer to Article XI (Local Finance).

1.48 The executive shall consist of no less than two (2) and no more than six (6) members.

1.49 If it is a general membership Foster Families Association Local Committee, then at least two thirds (2/3) of the executive positions must be held by active foster parents.

1.50 The Active Foster Families Association Local Committee shall hold an A.G.M. once per fiscal year. The A.G.M. must occur before March 31<sup>st</sup>

1.51 The Active Foster Families Association Local Committee should hold general membership meetings at least twice per year.

1.52 The Foster Families Association Local Committee Executive should meet a minimum of three (3) times per fiscal year.

1.53 The Active Foster Families Association Local Committee must have a Peer Support Person(s), a Foster Parent Trainer(s) and a Rate Board Person(s) in place, or be actively seeking individuals out for these positions.

1.54 All Foster Families Association Active Local Committee Executives must accept this S.F.F.A. Local Committee Policy Manual.

1.55 All minutes from both the Foster Families Association Local Committee general and executive meetings shall be submitted to the provincial S.F.F.A. office as soon as they are ratified.

1.56 All F.F.A. Local Committees and their members must follow Ministry of Social Services policies as applied by the Ministry and also the Constitution and all policies of the S.F.F.A. Any alleged breach of S.F.F.A. Constitution and/ or policy must be brought to the attention of the S.F.F.A. President, the S.F.F.A. Chairperson of the Policy Committee, and the S.F.F.A. Executive Director clearly stating in writing which policy has been breached and how. All reported alleged breaches of policy will be followed up on in the following manner:

- i) A preliminary investigation is to be made by the Policy Chairperson and/or the Policy Committee as required to determine the validity of the alleged breach and which portfolio it involves.
- ii) In the case a breach is determined, a letter from the S.F.F.A. President to the President of the F.F.A. Local Committee concerned is to be sent stating the breach and a means of rectifying it and/or suggesting steps for preventing a reoccurrence. A copy of the letter is to be sent to the Provincial S.F.F.A. office. A reply must also be requested.
- iii) Two weeks later, if necessary, a documented phone call is to be made from the S.F.F.A. President to the President of the F.F.A. Local Committee concerned restating the issue and giving a directive to rectify it within the next two (2) weeks or be 'declared in breach'.
- iv) If a F.F.A. Local Committee is "declared in breach" a full written report is to be made by the S.F.F.A. President to the Board of Directors and it is to be kept on file at the provincial S.F.F.A. office for reference as may be required by S.F.F.A. Policy Section VII – 4.4.
- v) Follow up reports on the status of breaches shall be made by the S.F.F.A. President to the Board of Directors and Executive Director as required or requested.
- vi) The F.F.A. Local Committee will no longer be considered in breach of policy as soon as it demonstrates to the satisfaction of the S.F.F.A. President and the Board of Directors that the breach has been rectified. The F.F.A. Local Committee shall be notified of this in writing. The S.F.F.A. Executive Director shall receive a copy of this letter.

Breaches to Constitution or policy may result in a F.F.A. Local Committee being declared 'not in good standing' as defined by S.F.F.A. Policy Section VII – 4.4. A F.F.A. Local Committee 'not in good standing' is no longer eligible for S.F.F.A. funding. See Local Finance, Article XI, Point 2.4.

1.57 If a Local Executive Member is not fulfilling his/her duties, the balance of the Local Executive may suspend the said member by a clear majority vote. The member may be reinstated at any time by a simple majority vote or by the membership at the next Local Annual General Meeting. Local Policy Article VII may be used to fill the vacant position. Any suspension or reinstatement must be reported to the S.F.F.A. Executive Director as soon as possible.

1.58 Each Local has the right to customize, modify or add to Local Policy to make it more appropriate for their use. This can be done as long as it does not conflict with existing Local Policy as laid out by the SFFA board and as long as the SFFA provincial office is notified of the changes adopted.

**2 INACTIVE FOSTER FAMILIES ASSOCIATION LOCAL COMMITTEE**

2.1 A Foster Families Association Local Committee becomes an inactive Foster Families Association Local Committee when it fails to comply with the Active Foster Families Association Local Committee's requirements.

See Local Policy Governance – Active Foster Families Association Local Committee, Article VI, Point 1 (immediately above).

**3 NEW FOSTER FAMILIES ASSOCIATION LOCAL COMMITTEE / or  
RE-ACTIVATION of INACTIVE FOSTER FAMILIES ASSOCIATION  
LOCAL COMMITTEE**

3.1 Terms of starting a new Foster Families Association Local Committee are as follows:

- the interested group must submit a written request to the provincial Board indicating a desire to reactivate
- once approved by the provincial, the Foster Families Association Local Committee will be placed on probation for six (6) months
- during the probation period, the Foster Families Association Local Committee will need to elect a full slate of Executive Officers
- during the probation period, the Foster Families Association Local Committee is able to submit resolutions and financial submissions to the provincial Board.

**ELECTIONS****1 Process**

1.1 Nominations for any position on the Foster Families Association Local Committee Executive must be made on the appropriate form. See Appendix A of this manual.

1.2 Any general member of the Foster Families Association Local Committee that is in attendance at the Foster Families Association Local Committee's A.G.M. may vote during the election.

1.3 All Foster Families Association Local Committee Executive positions shall be elected by secret ballot at the Local's A.G.M.

1.4 In the case of a run-off, elections will be held until one (1) candidate receives a simple majority as per Article VII, Section 3 of the S.F.F.A. Constitution.

1.5 An acclamation must be ratified by a clear majority (Article VIII, Section 3 of the S.F.F.A.'s Constitution) of the eligible voters present.

1.6 In the case that the President's position become vacant during the term, the Foster Families Association Local Committee Executive, if it deems necessary, will appoint someone to finish out the remainder of the two (2) year term of office, from the following, in order:

- i) Vice President or failing that;
- ii) Present Executive or failing that;
- iii) The General Membership.

1.7 In the case that the Vice President's, Secretary's or Treasurer's position becomes vacant during the term, the Foster Families Association Local Committee Executive, if it deems necessary, will appoint someone to finish out the remainder of the two (2) year term of office, from the following, in order:

- i) Present Executive or failing that;
- ii) The General Membership.

1.8 In the case that a Member at Large position becomes vacant during the term, the Foster Families Association Local Committee Executive, if it deems necessary, will appoint someone to finish out the remainder of the two (2) year term of office, from the general membership.

1.9 In the case that membership of the Foster Families Association Local Committee Executive drops below two (2), the remaining member of the Foster Families Association Local Committee Executive must appoint to fill a position to only bring their number back to two (2), for the remainder of the two (2) year term of office, from the General Membership. This must be done before any other business may be conducted.

**2 Terms**

2.1 All Executive positions of the Foster Families Association Local Committee shall be for a two (2) year term.

2.2 The President, the Secretary, and the first Member at Large will be elected in even numbered years.

2.3 The Vice President, the Treasurer and the second Member at Large will be elected in odd numbered years.

2.4 If the Secretary / Treasurer is a combined position, it shall be elected in odd numbered years.

2.5 A member of the Foster Families Association Local Committee Executive may be impeached by the members of the Foster Families Association Local Committee at the Foster Families Association Local Committee's A.G.M. under the following conditions:

a. A motion to impeach is duly put forward.

b. If the member under consideration is not present at the Foster Families Association Local Committee's A.G.M., a vote may take place after the Chair has given an appropriate time for debate on the motion.

c. If the member under consideration is present at the Foster Families Association Local Committee's A.G.M., he or she should be given opportunity to resign prior to a vote on the motion.

d. If the member decides to contest, said member is given the floor for no more than ten (10) minutes immediately prior to the vote.

e. If the members of the Foster Families Association Local Committee present at the Foster Families Association Local Committee's A.G.M. vote with a clear majority (Article VIII, Section 3) to impeach the member under consideration, said member is removed from office immediately.

**3 Delegates to Provincial A.G.M.**

3.1 Active Foster Families Association Local Committees

3.11 The names of no more than four (4) voting delegates from each Active Foster Families Association Local Committee must be submitted to the S.F.F.A. provincial office by April 15<sup>th</sup> of the current fiscal year. If the names are not submitted on time, the Foster Families Association Local Committee must make a written request to the Board of Directors of the S.F.F.A. for acceptance.

3.12 The names of the voting delegates must be in good standing with the S.F.F.A. and from within their respective locals.

3.13 The voting delegates should demonstrate a concern for the S.F.F.A. as a whole.

3.14 Delegates shall be selected by the general membership of the Foster Families Association Local Committee at its A.G.M. or, failing that, appointed by the Foster Families Association Local Committee Executive.

3.15 For delegates' expenses, refer to Article XI (Local Finance) for details.

3.2 Inactive Foster Families Association Local Committees

3.21 The provincial S.F.F.A. will not recognize, as a delegate, any member attending the provincial A.G.M. from an Inactive Foster Families Association Local Committee.

3.3 Non Delegate Members

3.31 Non delegate members do not have any expenses paid.

3.32 Non delegate members registered at the provincial A.G.M. have the right:

- to speak to issues.
- to vote only on constitutional matters.
- to stand for elected office.

**4 Majority**

4.01 Simple Majority is defined as fifty-one percent (51%) of all eligible members at the said meeting.

4.02 Clear Majority is defined as two-thirds (2/3) of all eligible members present at the said meeting.

**Foster Families Association Local Committee's Executive**

All members of the Foster Families Association Local Committee's Executive should be present at the Foster Families Association Local Committee's A.G.M.

**1 President**

The President shall coordinate activities of the Foster Families Association Local Committee and ensure that the Foster Families Association Local Committee complies with all legal requirements, provision of the Constitution, and other requirements as set out for the President in S.F.F.A. Local Committee's Policy.

**2 Vice President**

The Vice President shall participate in the affairs of the Foster Families Association Local Committee as set out in S.F.F.A. Local Committee Policy Manual.

**3 Treasurer**

The Treasurer shall oversee activities relating to financial matters as set out in Article XI (Local Finance).

**4 Secretary**

The Secretary shall oversee activities relating to public relations and recording of the minutes at both the Foster Families Association Local Committee's general meetings, as well as at all Executive meetings.

**5 Members at Large**

The Members at Large will participate in Foster Families Association Local Committee and will be given certain responsibilities as things arise within the Foster Families Association Local Committee from time to time.

**6 Other Recognized Positions on a Local Committee****6.1 Peer Support Person Program**

Refer to the Peer Support Person Program for details of this program.

**6.2 Foster Parent Trainer Program**

Refer to the Foster Parent Trainer Program for details of this program

**6.3 Rate Board Program**

Refer to the S.F.F.A. Rate Board Program for details.

## **MEETINGS**

### **1 Foster Families Association Local Committee Annual General Meeting**

1.1 Shall be held once each fiscal year between January 1<sup>st</sup> and March 31<sup>st</sup>.

1.2 The Foster Families Association Local Committee Executive must notify the General Membership thirty (30) days in advance of the Foster Families Association Local Annual General Meeting. This must include date, time and place and all positions for election.

1.3 All members of the Foster Families Association Local Committee shall receive notice of the upcoming Foster Families Association Local Committee A.G.M.

1.4 A quorum at the Foster Families Association Local Committee's A.G.M. shall consist of fifty-one percent (51%) of the eligible members present.

1.5 The transfer of power to the new executive will take place at the local executive transition meeting which shall take place at the conclusion of the Local Annual General Meeting.

### **2 Foster Families Association Local Committee Meetings**

2.1 General meetings should be held at least twice per year. At least two (2) members of the local executive must be present for any business to take place.

2.2 The quorum for Foster Families Association Local Committee Executive Meetings shall consist of fifty-one (51%) of its executive members.

2.3 Only members of the Foster Families Association Local Committee's Executive are eligible to vote during an Executive meeting if the need arises.

2.4 The Foster Families Association Local Committee Executive should meet at least three (3) times per year.

### **3 Rules Governing a Meeting**

Unless otherwise stated in the Constitution or Policy, Robert's Rule of Order will be followed at each meeting of the Foster Families Association Local Committee.

**RESOLUTIONS**

1. Active Foster Families Association Local Committees are eligible to submit resolutions to the provincial S.F.F.A. office in order to have them presented at the S.F.F.A. Annual General Meeting on the appropriate forms.
2. Individuals are also eligible to submit resolutions to be presented at the S.F.F.A. Annual General Meeting on the appropriate forms.
3. For the above points, refer to the S.F.F.A. Constitution, Article X and appendixes, as follows for further details.
  - 3.01 Article X, Point 1 & Appendix C for Constitutional changes.
  - 3.02 Article X, Point 2 & Appendix D for Policy changes.
  - 3.03 Article X, Point 3 & Appendix E for Resolutions for D.C.R Policy changes.
- 4. The Local is encouraged to empower one (1) or more of their delegates to the Provincial A.G.M. to speak to, and if necessary amend, any resolutions originating from their Local.**

**LOCAL FINANCE****1 Purpose**

The responsibility for managing and protecting the assets of the Saskatchewan Foster Families Association, Inc. rests on the shoulders of the board of directors. This article provides direction for Active Foster Families Association Local Committees regarding financial management.

**2 Active Foster Families Association Local Committees**

- 2.1 Each Active FFA Local Committee will receive on or about April 15<sup>th</sup> of each year an operating advance of two hundred dollars (\$200.00). The operating advance is intended to assist FFA Local Committee's in covering basic operations. For example, but not limited to: beverage / coffee supplies, photo copying, greeting cards, paper, envelopes, postage, bank charges etc...
- 2.2 It is the responsibility of the FFA Local Committee Treasurer to submit financial accounting to substantiate the spending of the operating advance by no later than March 15<sup>th</sup> of each year. Please see Appendix E
- 2.3 Submission of financial reconciliation is required prior to further advances being issued.
- 2.4 Any breach of financial policy may result in a Local Committee being declared "not in good standing". (see S.F.F.A Policy Manual Section VII, Point 4.4)

**3 Saskatchewan Foster Families Association Charitable Number and Fundraising**

- 3.1 Funds that are generated through fundraising efforts of the FFA Local Committees do not require financial reporting to the Provincial Association.
- 3.2 Monies raised through fundraising are to be deposited in a separate bank account, separating operating dollars from fundraising monies.
- 3.3 When FFA Local Committee's are soliciting donations from corporate and/or private donors receipts in kind may be requested by the donators. The SFFA Charitable Number may be used by contacting the SFFA Provincial Office.

**The Following Guidelines Apply**

- 1) All FFA Local Committee's that solicit donations (cash, merchandise or services) are required to have the donation made to the Saskatchewan Foster Families Association, Inc. if the donor requires a receipt for tax purposes.

- 2) When merchandise is donated the following information is required:
  - i) Name of the Donator
  - ii) Brief description of item being donated
  - iii) Approximate retail value of the merchandise
- 3) The SFFA will issue the donator a tax receipt for the value of the donation.

#### **4 Funding for Local Committee Meetings, Workshops, Conferences and Special Events**

- 4.1 FFA Local Committee's may chose to hold monthly general meetings to support foster families in their regional areas. The following are guidelines for expenses that will be covered:

##### **Local Committee Meetings**

- Room rental for general meetings will be paid to a maximum of fifty dollars (\$50.00) per month plus applicable taxes. Signed receipts must accompany expense submissions.
- Nourishments for meetings will be paid on actual costs to a maximum of three dollars (\$3.00) per attendee. Receipts and attendance log is required when submitting expenses for reimbursement. (See Appendix D)

- 4.2 The Saskatchewan Foster Families Association encourages FFA Local Committee's to provide additional educational sessions other than what is offered by the Department Community Resources for their members.

- 4.3 Local Committees wanting to host workshops and/or conferences may apply for additional funding. When applying for extra funding to host a workshop and/or conference the SFFA requires a written proposal accompanied with a budget for the event. The following are guidelines for additional monies that may be requested for when requesting funding for an event. Please see Appendix F:

##### **Workshops and Conferences**

- Workshops and Conference expenses for speakers must be pre-approved by the Executive Director of the SFFA.
- Speakers (presentation honorariums) for workshops and/or conferences are to be accredited in the area of topic that is being presented.
- Expenses for travel, accommodations, and meals of speakers. Approval for costs would be based on the distance of travel and the length of the speakers' presentation.
- Costs associated with hosting an event

- 4.4 Application for advances of additional start-up funds for raffles may be made the SFFA. Applications must include an overview of the raffle and the necessary provincial lottery licensing requirements have been met. Please see Appendix F & Appendix G for a Guide on Saskatchewan Gaming Rules.
- 4.5 Additional liability insurance may be required for workshops, conferences and/or special events. It is the responsibility of each FFA Local Committee to notify the Provincial office of such activities.

## **5 Funding for Voting Delegates from Active FFA Local Committees to the Provincial AGM**

- 5.1 The SFFA will provide a maximum amount of twelve hundred dollars (\$1200.00) per active Foster Families Association Local Committee's to send delegates to the annual Provincial Annual General Meeting (PAGM). Exceptions to exceed that amount would be assessed on a case-by-case situation.

### **The Following Guidelines will Apply**

- A maximum of four (4) voting delegates are recognized.
  - A maximum of three (3) hotel rooms (room and & tax only) for one (1) night stay
- 5.2 Monies that are left from the initial twelve hundred dollars (\$1200.00) will then be applied to cover mileage for delegates having to travel outside the city location of the Provincial Annual General Meeting.
- 5.3 Accommodations must be booked by the FFA Local Committee for delegates attending the PAGM. Rooms that have been booked and delegates do not attend the PAGM, FFA Local Committee will be held financially responsible for those charges.

## **6 Signing Authority**

- 6.1 Two (2) signatures must appear on all cheques. Signatures should include, but are not limited to the FFA Local President and Treasurer.
- 6.2 No two (2) persons from the same household shall be authorized signing authorities (financial) on behalf of a FFA Local Committee.
- 6.3 All cheques must include the date, name of the payee and the dollar amount prior to cheques being endorsed.

**Please note:** To safeguard the financial management of the FFA Local Committee's finances, it is recommended that cheques not be endorsed prior to the approval by both signees of the submitted expenses.

## PROMOTIONAL ITEMS

### 1 Purpose

1.1 The Saskatchewan Foster Families Association Inc. may have promotional items available for the purpose of promoting fostering and foster parents within the communities and throughout the province of Saskatchewan.

### 2 Procedure

2.1 All requests for promotional items must be in writing to the S.F.F.A. office. (e-mail is acceptable)

2.2 Office staff will respond to all requests in writing or email as soon as practical.

2.3 Promotional items cannot be resold. Items must be used as give-aways such as door prizes or raffle prizes at organised events (hockey games, community events, Local meetings and Local social occasions etc.)

2.4 The S.F.F.A. must be recognised at or during the event.

### 3 Promotional Items

3.1 Larger Items – over thirty dollars (\$30.00)

These items will be available to organisations that are not directly involved in fostering. Examples would be:

- Saskatchewan Roughriders, Saskatoon Blades or Regina Pats
- Big Sisters or Big Brothers
- Interval House or Salvation Army

Examples of Larger Promotional Items would be:

- Golf bag or clubs
- Wind breakers
- Steel lined thermoses

3.2 Smaller Items – under thirty dollars (\$30.00)

These items would be available to organisations directly involved in fostering.

Examples would be:

- F.F.A. Local Committees
- Ministry of Social Services
- Youth in Care & Custody

Examples of Smaller Promotional Items would be:

- Pens or Note pads
- Mouse pads
- T-shirts
- Golf Shirts
- Caps

**MEDIA****1 Media Statement**

1.1 The Saskatchewan Foster Families Association, Inc. understands that it is imperative to have a good relationship with all sources of media in order to get our issues, concerns, and our positions on issues out to the people of Saskatchewan. This is true both on a provincial and on a local level.

1.2 Foster Families Association Local Committees are encouraged to use local media to promote activities that occur within their area.

**2 Local Media News Releases**

2.1 Local media releases can include the following:

- notification of speakers at local training events
- training functions
- local fundraising events
- honoring and caring recognition
- Foster Families Week events

2.2 The F.F.A. Local Committee must consult with the S.F.F.A. Executive Director prior to all media releases.

**WINDING DOWN**

If the Foster Families Association Local Committee chooses to wind down operations, the Foster Families Association Local Committee Executive must notify the S.F.F.A. Family Support Coordinator, as well as the S.F.F.A. Office as to its intentions. Subject to subsection 184 of the Non-Profit Corporations Act, in the event of the dissolution of the Foster Families Association Local Committee, its property and assets shall, after payments of all liabilities, be donated to the S.F.F.A. as the charitable organization that deals with children in crisis.

If a Foster Families Association Local Committee declare itself inactive or declared inactive by the S.F.F.A., any monies in bank accounts are to be turned over to the S.F.F.A. This would include any fundraising accounts held by the Foster Families Association Local Committee. The provincial S.F.F.A would hold fundraising monies in Trust for the Foster Families Association Local Committee.

This money would be held in trust for one year. At the end of the one-year, the Foster Families Association Local Committee either has to reactivate, or the money would be donated to the provincial S.F.F.A. because all Foster Families Association Local Committee's are incorporated under the provincial.

**APPEAL PROCESS**

All members and Foster Families Association Local Committees of the S.F.F.A. have the right to an appeal process. The process is as follows:

1. A written letter of concern must be submitted to the provincial Board of Directors stating what the appeal is about – supporting documentation must be attached.
2. The Board will refer it to one of its committees to investigate it.
3. The information will be brought back to the entire Board to make a decision on.
4. The Board will respond in writing to the individual member / or Foster Families Association Local Committee within thirty (30) days of receiving the appeal.
5. If the appeal is unsolved at the Board level, the said individual or Foster Families Association Local Committee will be given the opportunity to present the appeal at the next provincial A.G.M. to the membership present to vote on.

**Saskatchewan Foster Families Association, Inc.**

**Appendix A**

\_\_\_\_\_ Foster Families Association Local Committee

**NOMINATION FORM**

Date: \_\_\_\_\_, 20 \_\_\_\_\_.

I, \_\_\_\_\_, move that \_\_\_\_\_

of the above named Foster Families Association Local Committee be

nominated for the position of \_\_\_\_\_.

\_\_\_\_\_  
Signature of the F.F.A. Local Nominating Member

\_\_\_\_\_  
Signature of the F.F.A. Local Committee Seconding Member

\_\_\_\_\_  
Signature of the Nominee

**233- 4th Ave. South Saskatoon, Saskatchewan S7K 1N1**  
**Phone: (306) 975-1580 or 1-888-276-2880**  
**Fax: (306)975-1581**  
**Email: sffa@sasktel.net**

**Sample of the Ballots for Voting for Elections  
For the \_\_\_\_\_ F.F.A. Local Committee**

F.F.A. Local Committee  
President

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F.F.A. Local Committee  
Vice President

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F.F.A. Local Committee  
Secretary

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F.F.A. Local Committee  
Treasurer

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F.F.A. Local Committee  
Member at Large

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**Sample of the Letter of Intent to Form or Re-Activate a Foster Families Association Local Committee**

Date: \_\_\_\_\_, 20 \_\_\_\_\_.

Saskatchewan Foster Families Association, Inc.  
ATTN: Board of Directors  
233 4<sup>th</sup> Ave. South  
Saskatoon, Saskatchewan  
S7K 1N1

Dear Board Members:

This letter is a formal request to (form or re-activate) the \_\_\_\_\_

Foster Families Association Local Committee. A meeting was held on (month, date, year), and the following people were elected to the \_\_\_\_\_ Foster

Families Association Local Committee's executive: (Name, address, phone #, fax #, e-mail for each of the following)

- President:
- Vice President:
- Secretary:
- Treasurer:
- Member at Large (1):
- Member at Large (2):

We further understand that the \_\_\_\_\_ Foster Families Association Local Committee will be on probation for six (6) months and that we must abide by the conditions set forth in the Saskatchewan Foster Families Association Local Committee Policy Manual as well as the provincial S.F.F.A. Constitution, S.F.F.A. Policy Manual and the S.F.F.A. Finance Manual.

During this time, we will actively be seeking individuals for the positions of Support Person, Foster Parent Team Trainer and Rate Board Person.

Sincerely,

\_\_\_\_\_  
Signature of the President

(Minutes of the meeting attached)

**233- 4<sup>th</sup> Ave. South Saskatoon, Saskatchewan S7K 1N1**  
**Phone: (306) 975-1580 or 1-888-276-2880**  
**Fax: (306)975-1581**  
**Email: sffa@sasktel.net**



**Year End Financial Report for the  
Foster Families Association Local Committee**

Name: \_\_\_\_\_ Foster Families Association Local Committee

This report covers the period from April 1<sup>st</sup>, 20 \_\_\_\_\_ to March 15<sup>th</sup>, 20 \_\_\_\_\_

**PLEASE ALLOW A TEN (\$10.00) CARRY OVER OF FUNDS, TO ALLOW A  
MINIMAL BANK BALANCE.**

Balance Carried Forward from  
Previous Year End (March 15<sup>th</sup>, 20 \_\_\_\_ )      \$ \_\_\_\_\_ (a)

**INCOME:**

Initial Operating Advance                      \$ \_\_\_\_\_ (b)

Additional Dollars granted                      \$ \_\_\_\_\_ (c)

TOTAL APPROVED BUDGET: (a + b + c)                      \$ \_\_\_\_\_ (d)

**EXPENSES:**

Total Expenses for the Fiscal Year                      \$ \_\_\_\_\_ (e)

Balance for Fiscal Year (Plus or Minus)  
(subtract e from d: enter on line f)                      \$ \_\_\_\_\_ (f)

Allowable Carry over balance of ten (\$10.00) dollars

Monies to be returned to the SFFA:                      \$ \_\_\_\_\_

**Declaration:**

We the undersigned, declare to the best of our knowledge, this is a true and accurate financial accounting of the \_\_\_\_\_ Foster Families Association Local Committee.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

President: \_\_\_\_\_ Signature: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Received in SFFA Office: \_\_\_\_\_, 20\_\_

Reviewed by Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Reviewed by SFFA Audit Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_

Comments:

**Foster Families Association Local Committee  
Proposal Form for Additional Funding**

Date: \_\_\_\_\_, 20 \_\_\_\_\_

Name: \_\_\_\_\_ Foster Families Association Local Committee

Address: \_\_\_\_\_

City / Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Purpose:

Total Dollars Requested \$ \_\_\_\_\_

Your FFA Local Committee's proposal is subject to review and approval by the SFFA Executive Director.

\_\_\_\_\_  
FFA Local Committee President

\_\_\_\_\_  
FFA Local Committee Treasurer

Date Received at the SFFA Office: \_\_\_\_\_, 20\_\_

Reviewed by Executive Director: \_\_\_\_\_

Approved: \_\_\_\_\_ yes                      \_\_\_\_\_ no

Dollar amount approved \_\_\_\_\_

Comments :

## Guide on Saskatchewan Gaming Rules

Please find below the application process for raffles and fundraising events:

### Saskatchewan Liquor and Gaming Authority

PO Box 5054  
2500 Victoria Ave.  
Regina, SK S4P 3M3  
Phone (306) 787-4213  
Website: [www.slga.gov.sk.ca](http://www.slga.gov.sk.ca)

### Application Process

Two criteria must be met before SLGA can issue a gaming license. The organization must be a charitable or religious organization and the funds raised through gaming must be used for a charitable object or purpose (see [Eligibility](#)).

Once eligibility has been confirmed, the applicable [application form\(s\)](#) must be completed in order to conduct or manage a Texas Hold 'em event, Monte Carlo event, bingo or raffle or to sell breakopen tickets (see [Types of Licenses](#)).

### Types of Licenses

#### Raffles

- Municipal Raffle - offering retail prizes with a value not exceeding \$1,000 and may be issued a license by a Local Authority or SLGA;
- Public Amusement Raffle - means a raffle lottery restricted to non-profit organizations, with a retail prize value of \$500.00 or less, and a ticket price not in excess of \$2.00, as per Section 207(1) (d) of the *Criminal Code*.

#### Small Raffle Policy

##### In order to qualify for a small raffle lottery scheme:

- group, business or agency applicants are required to have an elected executive.
- raffle proceeds must be spent in accordance with the applicants proposal and as approved by SLGA.
- lottery proceeds raised can only be used for charitable or religious purposes.

##### Applications:

- an application must be completed in detail and forwarded to the Saskatchewan Liquor and Gaming Authority with the prescribed fee.
- the total retail prize value including the retail value of all prizes offered, whether purchased for the raffle or donated, must be included in the application. If prizes are merchandise, they must be described in the application.

- the application must accurately specify the number of draws to be held, the physical location where the draws are to be made, and the date(s) of the draw(s).
- small raffles are restricted to two per year per group or organization.

**Terms and Conditions:**

- the raffle ticket price must not exceed \$2.
- the retail value of all prizes must not exceed \$500.
- ticket sales and the draw must occur at a public place of amusement.
- an application must be completed in detail and submitted to SLGA accompanied with the \$5 application fee.
- tickets must be made with two parts, with each part numbered.
- when printed tickets are used, the organisation's name and licence number must appear on all tickets.
- the number of tickets printed or sold must not exceed what is approved on the licence.
- tickets can only be sold and distributed in Saskatchewan.
- all records must be maintained for a minimum of 90 days from the licence expiry date.
- the licensee must use the proceeds of the lottery scheme solely for charitable or religious purposes as approved by SLGA.
- no person may be paid for managing or conducting the raffle lottery scheme and sellers may not be paid or receive free tickets.
- a financial report for the scheme must be properly completed at the conclusion of the lottery and the signed original forwarded to SLGA within 20 days of the final draw date.