SECTION VI

SASKATCHEWAN ELKS FOUNDATION CORPORATION COMMITTEES

6. SASKATCHEWAN ELKS FOUNDATION CORP. COMMITTEES
6.1. SASK ELKS FOUNDATION CORP. SENIOR CITIZENS HOMES

6.1.2. OBJECTIVES

1. To provide appropriate living quarters and accommodation for elderly persons within the Province of Saskatchewan;
2. To purchase, lease or otherwise to construct, maintain and operate and to dispose of real property required in the carrying on of the said operations;
3. To purchase, lease or otherwise to acquire and to dispose of personal property required or useful in the carrying out of the said operations;
4. To receive gifts, grants, donations or bequests of money, real or personal property and to administer, carry on and convert them to the use of the Homes;
5. To rent, lease or to otherwise provide living quarters for senior persons in the Province of Saskatchewan, without furniture, furnishings, services, meals or other necessities or amenities of life. The Saskatchewan Elks Foundation Corp. Senior Citizens Homes shall provide UNASSISTED living quarters only and this will apply to all present homes, new home construction and acquisition of existing homes. **(2005)**
6. Subject to the provisions of the Non-profit Corporations Act, to borrow money for the purpose of carrying out the foregoing objectives but will not use any or all of the existing properties as collateral to either construct or acquire new property locations. **(2005)**
7. That a comprehensive feasibility study be prepared prior to construction or acquisition of any future Senior Home locations; e.g. Financial (is it sustainable?) future growth expected of town or city, percentage of population that are senior citizens – presently, five years and ten years in the future. **(2005)**
8. Any new home construction of a Senior Housing Project or new acquisition of an existing Senior Housing Project shall require a 75% majority vote (by the Members of the Saskatchewan Elks Association only) at a Special Meeting and/or at the Annual Provincial Conference. **(2005)**

6.1.3. COMPOSITION - MANAGEMENT COMMITTEE

1. The Saskatchewan Elks Senior Citizens Homes shall be run by a Management Committee comprising of a Project Manager for each housing project plus 2 members at large.
2. The committee members (members at large) shall be elected by secret ballot at the Annual Meeting of the Saskatchewan Elks Foundation for a 3-year term**. (2011)**
3. No person who is not a member of the Lodge in the location where a Senior Facility is located, shall be elected to any position (e.g. Project Manager) for that facility without the approval of the Lodge where the facility is located. Furthermore, any new home construction or acquisition of any existing property will require a commitment from the Elks Lodge to provide a Project Manager (on approval of the Saskatchewan Elks Senior Citizens Homes) for that location, for the lifespan of that project. **(2005)**
4. In the event of a vacancy during a term, the Management Committee shall appoint someone to fill the vacancy until the next Annual Meeting.
5. The Saskatchewan Elks Association Provincial President by means of his office shall be a voting member of the Committee.

6. The First Vice President of the Saskatchewan Elks Association, the Chairperson of the Saskatchewan Elks Foundation Corp., or their respective appointees, shall have voting privileges when invited by the Chairperson to attend meetings. **(2015)**
7. The Executive Administrator of the Saskatchewan Elks Association shall act as the Executive Administrator of the Senior Citizens Homes.
8. A Post Conference meeting of the Saskatchewan Elks Senior Citizens Homes Management Committee will be called by the Saskatchewan Elks Association Provincial President immediately following the Saskatchewan Elks Annual Meeting; and from that body the Provincial President will call for election of Chairperson and Vice Chairperson. The Executive Administrator will be in attendance to record the election. **(2007)**
9. The Chairperson, appointed by the Management Committee, shall also be a Director on the Saskatchewan Elks Foundation.

6.1.4. MEETINGS

1. Meetings of the Committee shall be held as often as the business of the Senior Citizens Homes requires. These meetings shall be called at least twice a year by the Chairperson.

6.1.5. POWERS & DUTIES OF THE COMMITTEE

1. For the purposes of carrying out the objectives of the Senior Citizens Homes, the Committee may borrow money upon the security of the assets of the Senior Citizens Homes, except as herein expressly excluded, and may draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, and other negotiable or transferable instruments on behalf of the Committee, it being understood and agreed that no sum in excess of Two Hundred Thousand ($200,000) dollars may be borrowed by the Committee without first obtaining consent of the Foundation. **(2013)**
2. Consent can only be given by approval of seventy-five percent (75%) of the members present at a meeting called for that purpose, after proper notification has been given by notice in writing, sent by mail postage prepaid to each member Lodge of the Elks of Canada within the Province of Saskatchewan, Thirty (30) days previous to the calling of such meeting, and after approval has been given by the Grand Executive.
3. In event of an emergency, the Management Committee shall have the power to make annual capital improvements, not including those in the budget, not to exceed $25,000 in any one year. **(1998)**
4. It shall be the responsibility of the Committee to administer fund-raising programs and expenditures that will enhance the Homes at the direction and approval of the members of the Foundation.
5. To rent, lease permit or otherwise contract for the use and right of use, and to occupy any buildings or portion of buildings, or all the property of the Senior Citizens Homes.

6.1.6. REMUNERATION & EXPENSES

1. All members of the Senior Homes Committee shall receive remuneration for their services. The amount to be determined by the committee and included in the Budget. **(Revised 2019)**
2. Approved travel expenses shall be at the same rate as those of the Foundation Directors.

6.1.7. SIGNING AUTHORITY

The Signing Officers of the Saskatchewan Elks Association, Saskatchewan Elks Foundation, Saskatchewan Elks Senior Citizens Homes shall be:

1. The Executive Administrator; and
2. Any one of three members chosen at the Post Conference Executive Meeting. Additionally,
3. Two signatures are required on all documents. **(2010)**

4. The Association Seal shall be affixed to all bank documents (i.e. signing authority papers) and other legal papers requiring the seal. **(2000)**

6.1.8. BORROWING POWERS

1. For the purpose of carrying out its objectives, the Committee may borrow or raise or secure the payment of money in such a manner as may be in the best interests of the Senior Citizens Homes and in particular by the issue of debentures or mortgages, after it has received prior written approval of the members of the Foundation. **(2019)**
2. Where such expenditures are contemplated, the proposal shall first be placed before a meeting of the Foundation with at least seventy-five (75%) percent of those present and voting by secret ballot approving the expenditure. Due written notice shall be given to each Lodge which is a member of the Foundation, in writing at least thirty (30) days prior to the calling of such meeting.

6.1.9. AUDITING

1. The books, accounts, and records of the Senior Citizens Homes shall be audited at least once a year by a duly qualified accountant selected for that purpose at the annual meeting of the Foundation. A complete and proper statement of the standing of the books for the previous year shall be submitted at the annual meeting of the Foundation. The thirty-first (31st) day of December shall be the end of the fiscal year of the Saskatchewan Elks Foundation Senior Citizens Homes.
2. Motion to Appoint Auditors for the Current Fiscal Year will be done at the Provincial Conference Day 2 **(2026)**

6.1.10. BUDGET

1. It shall be the duty of the Committee to prepare an annual budget to be submitted to the Board of Directors of the Foundation for their consideration. The Directors are to then make their recommendations in connection therewith as they deem advisable to the Annual Meeting of the Foundation which shall vote thereon.

6.1.11. AMENDMENTS

1. These operations and procedures may be rescinded, altered or added to by "Extraordinary Resolution" passed by majority of not less than seventy-five (75%) percent of such members entitled to vote as are present in person, at a general meeting of which 60 days written notice specifying the intention to propose the resolution as an "Extraordinary Resolution" has been sent to each Lodge of the Elks of Canada which is within the Province of Saskatchewan and is in good standing with the Grand Lodge and the Association.

6.2. SENIOR CITIZENS HOMES BOARD OF MANAGEMENT GUIDELINES

6.2.1. TERMS OF OFFICE

Members of the Management Committee are elected for a three-year term or less at the Annual Conference of the Saskatchewan Elks Association.
The Chairperson and Vice-Chairperson are elected by the Management Committee annually at the post conference meeting in June of each year.
The Chairperson (elected by the Management Committee), shall be a Director on the Saskatchewan Elks Foundation Corp. **(2011)**

6.2.2. RESPONSIBILITIES OF PROJECT MANAGERS

1. Make yourself familiar with all tenants, showing interest in their welfare. Be the tenant contact person or provide a contact person to enable the tenants to report any emergencies, problems, etc. Your contact person must be kept informed of the Management Committee requirements.
2. Collect twelve (12) post-dated cheques, each to be effective the first of the month and forward to the Executive Administrator prior to the first of January. Alternatively, allow tenants to use monthly direct deposit. Inform tenants that should they vacate the premises; all unused cheques will be returned immediately. **(2011)**
3. Inform all tenants of any authorized rental increase.
4. Keep on file a prospective tenant list to ensure the Homes continue to have full occupancy.
5. Maintain an up-to-date tenant list containing the name of the tenant, next of kin in case of emergency, phone numbers, and date unit occupied. Provide a copy of same to the Chairperson on his annual visit to the Homes. The Executive Administrator is to be notified of any changes immediately.
6. Project Managers are authorized to rent to tenants and sign leases on behalf of the Senior Citizens' Homes. Lease agreements are to be made out in triplicate, original to the office, one copy for the tenant and one copy for the Project Manager.
7. All locks are to be re-keyed when a new tenant moves in.
8. In consultation with the Executive Officers, he proceeds with prior-approved projects. After completion to satisfaction, he may approve payment and forward the bill to the Executive Administrator.

Note* It is usual on major projects to hold back 10% of total payment as a security against liens.

9. Senior Homes Project Managers are required to obtain quotes for all maintenance and / or replacement project requirements. Final approval would be required from Senior Homes Executive before proceeding. **(2012) (Revised 2019)**
   Projects in excess of $500 require a Purchase Order from the Office. Information required is the supplier's name, address, cost of project, shipping, PST, GST, other costs and total cost. **(2011)**
10. All invoices forwarded to the Executive Administrator must be signed by the Project Manager and include the unit number to which it applies.
11. It is mandatory to maintain an annual record of renovations, replacements, painting, roofing, etc. of each unit. A copy is to be forwarded to the Executive Administrator in December of each year. This enables the Management Committee to have up-to-date records for future reference.
12. Each Project Manager is required to report at Management Committee Meetings all conditions pertaining to the Homes, including number of units occupied or vacant.
13. a) For the September meeting; provide a budget for the coming year and for the next two years
    b) Project Managers doing any work themselves on Saskatchewan Elks Seniors Homes shall be remunerated at an hourly rate set by the Project Managers at the Seniors Homes June meeting.
    c) The condition of each unit should be checked at least twice yearly.
    d) The Project Manager should publicize the Elks Senior Citizen's Homes at every opportunity through his Lodge and within his area.

6.2.3. CHAIRPERSON'S RESPONSIBILITIES

1. They are one of the signing authorities on behalf of the Senior Citizen's Homes.
2. They should consult with and assist the Project Managers whenever required and approve emergent action necessary to rectify all problem areas.
3. Make an annual inspection of all units at the various locations, preferably in the Spring. Make personal visits to as many tenants as possible. During the annual visit to the Units, all discussions with the Project Managers re: Repairs/Renovations etc., shall be done remote from the tenants.
4. They will chair all meetings of the Project Managers, providing an agenda of business priorities.
5. In consultation with the Executive Administrator, they will ensure a budget is provided as stipulated in the By-Laws.
6. Keep the Saskatchewan Elks Association and Foundation informed of the current status of the Senior Citizen's Homes by:
   a) Providing interim reports to all Directors meetings of the Foundation as well as the Association's Midterm meeting.
   b) Providing a full report to the Annual Meeting of the Foundation which is held at the time of the Elks Annual Provincial Conference.
   c) Consulting with the Chairperson of the Foundation as well as the Provincial President whenever necessary.
7. Ensure the Project Managers carry out the decisions of the Board.
8. Appoint a Forward Planning Committee of three (3) and name the Chairperson.
9. As a Director of the Foundation, attend all Directors' meetings whenever possible providing such counsel and advice as deemed necessary.
10. Attend the annual "Seniors Golf Classic" or designate a representative in your place.

Note* The Chairperson must familiarize himself with Saskatchewan Municipal Government Housing Division regulations and the Senior Citizen's Homes By-Laws governing the operation of the Homes.

6.2.4. VICE-CHAIRPERSON'S RESPONSIBILITIES

They must:

1. Familiarize himself with Saskatchewan Elks Municipal Government Housing Division regulations and the Senior Citizen's By-Laws governing the operation of the Homes.
2. Be ready to take over the duties of the Chairperson in his absence.
3. Assist the Chairperson and Executive Administrator in decisions of emergent nature whenever necessary.
4. Be available to accompany the Chairperson on the Annual Spring Inspection of the Homes.
5. Provide assistance to the Project Managers wherever required.
6. Assist the Chairperson in making up reports following the Annual visits to the homes and provide a copy of same to the Project Manager of said location at the June meeting.
7. Make up a report on behalf of the Project Manager for the Saskatchewan Elks Association bulletins.
8. Publicize the Senior Citizen's Homes at every opportunity.
9. Be one of the signing authorities on behalf of the Elks Senior Citizens Homes.

6.2.5. FORWARD PLANNING COMMITTEE'S RESPONSIBILITIES

1. Recommend cost-saving ideas for the betterment of the Society & report to the Directors Meeting. (An example would be our recent meter change over).
2. Recommendations received from our Elks Lodges & S.M.G.H.D to be dealt with & reported to the Executive.
3. Look at possible land or building deals for possible expansion of the Senior Citizen's Homes.
4. Recommendations for rebuilding our Homes when they have deteriorated beyond the point of recovery.
5. Evaluate the past, present & future of the Saskatchewan Elks Senior Citizen's Homes & present any comments or ideas at each meeting of the Management Committee.

6.3. SASKATCHEWAN ELKS WALKATHON **(Revised 2019 Remove Tickets & Prizes)**

6.3.1. GENERAL

1. The Provincial Walkathon Committee is to consist of one Provincial Officer and two other members, one being appointed by the Saskatchewan Elks Provincial President. **(2015)**
2. The Provincial Walkathon is to be held on the first Saturday following Thanksgiving. **(2001)**
3. Any Member & their families may walk & receive pledges along with any special guests. To increase our exposure, the Host Lodges should be encouraged to have as many guest walkers as possible. **(2015)**
4. All walkers will be responsible for their own transportation & accommodations.
5. The Host Lodge is to deposit all pledges & donation money at the best rate of interest in a bank account at the host town/city. The account is to require two signatures for withdrawals, one being the Host Chairperson & the other being the Chairperson of the Saskatchewan Elks Foundation. Keep all funds until after the Walk, & then forward the total money & interest to the Executive Administrator of the Saskatchewan Elks Foundation. All expenses are paid from the Provincial Office. He/she in turn will deposit the money. Any cheques issued to the Elks & Royal Purple Fund for Children is to be presented to the Grand Lodge Charities Committee by the Provincial President. **(2026)**
6. Along with any monies, also forwarded is a copy of the financial statement showing all sources of revenues & expenses along with the list of the Lodges showing their amount of donations, & pledges as well as the number of walkers (Members & Guests) also the name & addresses & amounts of those people requiring income tax receipts. **(2026)**
7. An Invitation will be sent by the Executive Administrator as soon as possible after the Walkathon to the Grand Lodge asking the Grand Exalted Ruler to attend & participate in next years Sask. Elks Walkathon. The Foundation will pay for their registration; their rooms will be booked by the Executive Administrator for two nights and paid for by the Sask. Elks Foundation unless complimentary rooms can be obtained. **(2015)**
8. The Sask. Elks Foundation will also be responsible for accommodation and registration fees for the following:
   a) SPARC representative, room for one night plus Banquet ticket.
   b) Testimonial Family, room for one night plus Banquet tickets**.** **(2001)**
   c) The Provincial President of the Saskatchewan Elks Association shall be paid expenses to attend the Walkathon as per Sask Elks Regulations. **(2015)**
9. Parade lineup to Cenotaph:
   a) Banner & Flag Bearers
   b) Representatives laying the wreaths and the Provincial Chaplain (if available).
   c) Members **(2015)**

6.3.2. PURPOSE OF THE WALKATHON

The purpose of the Walkathon is to raise money in support of the Saskatchewan Pediatric Auditory Rehabilitation Centre (SPARC) Program. The activities of this program are to be promoted and publicized throughout the campaign.

6.3.3. PLEDGES

The decision for receiving pledges shall be made by the Provincial Walkathon committee with approval of the Assembly at the Provincial Conference.

1. Pledges shall be accepted. **(2026)**
2. All pledges must be written on special receipts provided for that purpose having a receipt number corresponding to all other duplicates or stubs.
3. Income tax deductible receipts will be written on receipts for this purpose, with an official receipt being sent by the Elks & Royal Purple Fund For Children.
4. All walkers will be responsible for collecting their own pledges.
5. All pledge books along with the money shall be handed in to the Host Lodge Committee by 1:00 p.m. on the day of the walk. All cheques are to be made payable to Saskatchewan Elks Foundation Corp. Charities. **(2026)**
6. Extra receipt books will be available from any committee member or the Executive Administrator of the Saskatchewan Elks Association.

6.3.4. WALK ROUTE

1. Route maps will be given to all walkers.
2. There will be checkpoints along the route to supply refreshments. All refreshments are to be consumed at the checkpoint.
3. No alcoholic beverages are to be consumed while on route.
4. Regalia is not to be worn except for the parade to the Cenotaph.
5. Bibs advertising the walk will be given to the walkers to wear during the walk. (Bibs are supplied by the Saskatchewan Elks Association and must be returned following the walk.)

6.3.5. MISCELLANEOUS (Reference to Ticket Sales & Oliver Hogarth Memorial Award suspended 2019)

1. Contributions from the Lodges and tax deductible contribution receipts will be credited to the Lodge as their total donation to the walk.
2. Expenses of the Provincial Committee to attend the Walkathon shall be paid mileage, two nights accommodation and two days per diem as per Sask Elks Regulations.

6.3.6. PROVINCIAL COMMITTEE RESPONSIBILITIES

1. To advertise & secure bids for hosting the Walkathon. Bids are to be in to the Committee at least 22 months prior to hosting the event.
2. To review these bids & make their recommendations at the Midterm meeting the year prior to the event. Their recommendation(s) are then to be presented by the Chairperson to the next Provincial Conference for approval of the delegates. If only one (1) bid is in at the Association Midterm Meeting, the event will be awarded to that bidding Lodge. A presentation will have to be made on the 2nd day of the Provincial Conference. If there are no bids in by the Midterm Meeting the Forward Planning Committee will actively seek a suitable location & bids will be accepted prior to or on Day 1 of the Provincial Conference. **(2008)**
3. To arrange a meeting with the successful Host Lodge as early as possible so as to familiarize them with what their duties & responsibilities are. Also see that they

receive the necessary forms for monitoring the event as well as flags, banners, wreaths, signs, advertising information, bibs etc. that the committee feels necessary.

4. Inform the Host Committee that any advertising, letters, itinerary & information sent by them to the media & the Lodges should first be approved by the Provincial Committee.
5. Inform the Host Committee about our major sponsors. They are required to use the sponsors' products on the weekend. Sponsors have a rebate policy and the Host Committee should keep a record of all purchases made. If the Lodge has a Lounge, they carry on their club operations as usual. It is where there is a separate bar we ask this to be done and as well for the Red-Eye breakfast. **(2001)**
6. Arrange a Post Walkathon meeting on the Sunday immediately following the event so that any material can be returned to the Provincial Committee & as well, review what went on and what recommendations there might be for future Walkathons. The next year's Host Committee should be invited to this meeting.

6.3.7. HOST LODGE COMMITTEE RESPONSIBILITIES

The following are a suggested committee structure along with their duties:

1. **GENERAL CHAIRPERSON**:
   To co-ordinate all the activities of the Host committees to see that they have carried out their assigned duties.
2. **RECORDING SECRETARY:**
   To record all meeting minutes, send out the necessary special invites for the event & those invited to the banquet (Civic & Provincial. Officials and special speaker). See that the Provincial Chairpersons receive a copy of your meeting minutes.
3. **FINANCE COMMITTEE:**
   To establish a suitable method of accounting to handle all monies coming in from ticket sales, pledges, donations & registrations. The Provincial Chairperson will provide a package of forms to be used. A complete financial report is required within 30 days following the event. One of these reports is to be sent to the Provincial Walkathon Chairperson & one to the Provincial Executive Administrator.
4. **REGISTRATION COMMITTEE:**
   Is responsible for the registering of all persons attending the Walkathon, those that will be walking and those that are guests; the collection of meal or registration fees & the making up & handing out of Registration Packages.
5. **PUBLICITY COMMITTEE:**
   To promote the Walkathon to the members of the Elks & Royal Purple Elks & to encourage the members to participate in the walk as well as raising money for the SPARC program. They must have a good understanding of why they should participate. The other aspect of this committee is to advertise & promote through the press, radio, TV and media, the purposes of the Walk-A-Thon to the public & to solicit their support. There are also some funds available for advertising.
6. **WALK ROUTE COMMITTEE**:
   To establish and mark a route for the walk. Usually a 10 km in length with an alternate route of 6 km or so in case of bad weather or for those that may not feel they can handle a longer walk. Routes are to be provided to the walkers, as well refreshments should be provided along the route (Non- alcoholic refreshments allowed at these points). Public washrooms should be available somewhere along the route as well. You should also consider possibly having available a St. Johns Ambulance person or a nurse. The local police should also be contacted in case of permit requirements.

7. **CENOTAPH SERVICE COMMITTEE: (2015)**
To take charge of the parade to the cenotaph Saturday morning at 11:00 a.m. (A portable cenotaph may be used if it is not suitable to march to the permanent one). Ensure that there are two wreaths available to be laid, one by the Provincial President and one by the Grand Exalted Ruler. (These wreaths can be obtained from the Provincial Executive Administrator). If the Provincial Chaplain is going to be in attendance, he should be asked to do the prayers. You also require a Parade Marshall; a band or pipers for the parade; a color party to carry the flags (Elks Provincial Association, Host Elks, Canadian Flag and Province of Saskatchewan Flag, and if you have one, an Elks & Royal Purple Fund for Children Flag); a trumpeter for last post; and a P.A. system for the cenotaph. **(2015)**

8. **ENTERTAINMENT COMMITTEE:**
Plan functions for Friday night, as well as the Saturday night banquet and dance, and the Sunday Red-Eye Breakfast. As this is a family affair, something should be planned for the children attending as well. Ensure that there is a suitable person to act as Master of Ceremonies for the Saturday night banquet. Ensure there is a working P.A. system for the banquet.

a) Suggested Head Table:
- A representative from SPARC.
- Local government and civic dignitaries
- The Provincial President and the Grand Exalted Ruler **(2015)**
- Main speaker or Testimonial Speaker. **(2001)**
- Others that should be considered if room allows (you can always set up a second head table): Host Lodge Chairpersons, the Exalted Ruler and the M.C.
- Spouses or escorts of the above.

b) Master of Ceremonies Notes:
- During the introductions of the head table, the Provincial Walkathon Chairperson and his Committee should be recognized.
- Banquet speakers: Sponsor, Dignitaries, Host Lodge Chairperson, Exalted Ruler, S.P.A.R.C. Representative, Testimonial Speaker, Grand Exalted Ruler, Sask. Elks Provincial President. (These speakers should be informed that they only have 5 minutes to speak.) The main speaker should be informed that they only have 15 minutes in which to speak. **(2015)**

9. **PROTOCOL FOR 11 O'CLOCK SERVICE**
Friday 11 o'clock service by Host Exalted Ruler or Grand Exalted Ruler
Saturday 11 o'clock service by the Sask. Elks Provincial President

6.3.8. SASK ELKS WALK-A-THON BID FORM
SASKATCHEWAN ELKS WALKATHON BID FORM

FOR THE YEAR _____

A. City or Town: _____

Population _____ Lodge # _____ Membership _____

B. Contact:

Name: _____

Address: _____

(Street or Box No.) (City or Town) (Postal Code)

Phone: Residence: _____ Business: _____

Email: _____

C. Hotels/Motels:

Name	Number of Rooms	Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Campgrounds:

_____

_____

E. Route

Starting Place Time

_____ _____

AS PER REGULATIONS OF THE SASKATCHEWAN ELKS ASSOCIATION CONSTITUTION AND BY-LAWS CASH CASINOS ARE PROHIBITED AT ANY PROVINCIAL FUNCTION OF THE SASKATCHEWAN ELKS ASSOCIATION AND SASKATCHEWAN ELKS FOUNDATION CORP.(1998)

_____ _____

(Exalted Ruler) (Honoured Royal Lady)

NOTE* PRESENTATION MUST BE MADE AT SASKATCHEWAN ELKS PROVINCIAL CONFERENCE ON THE 2nd DAY AT THE TIME DEEMED BY THE PRESIDENT.

NOTE* Return prior to the Mid-term Meeting (approximately 23 months prior to the event) the original to the Walk-A-Thon Chairperson and a copy sent to the Saskatchewan Elks Association Provincial Office at 508 12th Street East, Saskatoon, SK S7N 0H2 **(2008)**

6.3.9. WALK-A-THON REPORT TO SASK ELKS FOUNDATION

	LODGES REPRESENTED	WALKERS
Elks Lodges	_____	_____
Others		_____
TOTAL	==========	==========

NOTES (Revised 2019)

1. Host Lodge to fill out two (2) copies of this form and return one to the Provincial Walk-A-Thon Chairperson and one copy to the Provincial Executive Administrator.

2. A cheque of the proceeds is to accompany the form. Cheques are to be made out to the Saskatchewan Elks Foundation and forwarded to the Provincial Executive Administrator.

3. Also to accompany the form is the list of Member Lodges showing their individual donations and the amount of money that each raised through the sale of tickets.

4. The names and addresses of those who made individual donations and require income tax receipts is also to be forwarded to the Provincial Executive Administrator.

5. The names and addresses of the winners of the lottery draw along with the winning tickets must also be forwarded to the Provincial Executive Administrator. **(2019)**

_____ _____

(Host Chairperson) (Host Treasurer)

6.4. FOUNDATION ASSISTANCE / GUIDELINES

6.4.1. APPLICATION FOR ASSISTANCE FORM (03)

SASKATCHEWAN ELKS FOUNDATION CORP.
508 12th Street East, Saskatoon, SK S7N 0H2

1. All requests for assistance must be sponsored by a Saskatchewan Member Lodge, District or the Saskatchewan Elks Association. **(2015)**
2. Before the request can be considered, an application form must be completed and signed by two officers of the requesting body. The Foundation may waive this depending on the circumstances.
3. The financial commitment and involvement of 10% of the sponsoring body shall also be stated on the form. This could be waived by the Foundation Investigating Committee.
4. Requests for funding from the Foundation will only be considered at a meeting of the Foundation Directors or by the Investigating Committee. These meetings are held in October, January, April and June. Completed applications must be in the hands of the Executive Administrator by the first of the month prior to the meeting if they are to be considered at that meeting.
5. Emergency requests will be forwarded to the Investigating Committee of the Foundation and will be considered at that time.
6. Equipment such as computers, wheelchairs, breathing apparatus, etc., will be purchased by the Foundation for an individual or organization. When this equipment is no longer required by that person, the Foundation expects the equipment to be donated to another individual or organization, such as a local hospital or nursing home, which could use the equipment.
7. Personal Assistance Grants shall not exceed $3,000 in any one case of the fiscal year of the Foundation. **(2006)**
8. The Lodge(s) submitting the request must have a covering letter accompanying the application. The lodge(s) submitting the request must inform the applicant of the decision of the Foundation.
9. If the applicant is applying for assistance for medical related problems, a letter from their doctor is required.
10. One year's Income Tax Assessment forms of the applicant and their spouse must be attached. Failure to include these forms will cause the application to be delayed.
11. If assistance is granted, the cheque will be sent to the Sponsoring Lodge for dispersal. **(2003)**

APPLICATION FOR PERSONAL ASSISTANCE FORM
THE SASKATCHEWAN ELKS FOUNDATION CORP.

508 12TH STREET EAST, SASKATOON, SK S7N 0H2 **(2015)**
Phone/Fax: (306) 665-1333, e-mail: skprovelks@sasktel.net **(2005)**

FAILURE TO PROVIDE ADEQUATE INFORMATION WILL DELAY PROCESSING

Application Date: _____

Name of Lodge: _____ No. _____

Secretary: _____ Phone #: _____

Address: _____

_____ Postal Code: _____

Remember* Information obtained for the making of this application is confidential and should not be discussed in open Lodge.

Name of Applicant _____ Date of Birth _____

Name of Spouse _____ Date of Birth _____

Address _____ Phone #: _____

_____ Postal Code: _____

Where Applicable - Parent(s) or Guardian:

Name _____ Occupation _____

_____ _____

Address _____ Nature of Distress (Attach confirmation

_____ from medical/professional authority)

_____ _____

Other Dependents _____ _____

_____ _____

_____ _____

What other sources of funding have been applied for?

_____

_____

Do you receive coverage from a group medical/dental plan?

Full _____ Partial _____

_____%

Funds Required:
1) Equipment $_____
2) Medical $_____
3) Travel $_____
4) Accommodation $_____
5) Other: Specify $_____
_____ $_____
_____ $_____
Total Funds Required: $_____
Less: Gov't or other assistance available:
$_____
Less: 10% from Sponsoring Lodge
$_____
(may be waived by Foundation if Lodge has difficulty funding this portion)

Total amount being applied for: $_____

_____ _____
Signature - E.R. Signature - Secretary/Invest. Comm.
This application **MUST** be signed by the two members in the above Lodge positions in order to be processed.

MONTHLY FAMILY INCOME

Before Taxes $ _____
After Taxes $ _____
Child Tax Credit $ _____
Employment Insurance $ _____
Government Assistance $ _____
Other Income:
_____ $ _____
_____ $ _____
_____ $ _____

TOTAL MONTHLY INCOME $

STATEMENT OF ASSETS

Buildings Owned $ _____
Land $ _____
Machinery $ _____
Savings/Bonds/Stocks $ _____
RRSP or Other $ _____
Vehicle(s) $ _____
Recreation Vehicles $ _____
Personal Property $ _____
TOTAL GROSS ASSETS $

Mortgages or outstanding debt on above assets (please specify):
_____ $_____
_____ $_____
_____ $_____
TOTAL NET ASSETS $ _____

STATEMENT OF ACCOUNT:

TOTAL MONTHLY INCOME$ _____
LESS TOTAL MONTHLY EXPENSES $_____
SURPLUS/DEFICIT $ _____

TOTAL MONTHLY EXPENSES

House Payments $ _____
Taxes $ _____
Rent $ _____
Insurance $ _____
Loan Payments (including credit cards):
(State what they are for)
Bank _____ $ _____
Other _____ $ _____
_____ $ _____
Auto Payments $ _____
Auto Insurance $ _____
Auto Gas & Oil $ _____
Clothing $ _____
Food $ _____
Utilities & Telephone $ _____
Health Insurance $ _____
Life Insurance $ _____
Medical Expenses (specify): _____
_____ $ _____
_____ $ _____
Other Exp. (specify) $ _____
_____ $ _____
_____ $ _____
Entertainment $ _____
Child Care $ _____
(If not subsidized)
TOTAL MONTHLY EXPENSES $ _____

****ATTACH A COPY OF LAST YEAR (OR MOST RECENT) INCOME TAX ASSESSMENT, IF NOT AVAILABLE – THE (2) LATEST PAYROLL STUBS.****

Certified Correct: _____ _____
(Signature of Applicant(s)

*****Upon approval of this assistance your name and/or Photo may be used for promotional purposes*** (02)**

6.5. SPARC FUNDING Funding for the operation of the Saskatchewan Pediatric Auditory Rehabilitation Center has been reduced by the Elks & Royal Purple Fund For Children from $100,000 in previous years to $45,000 as of 2016, and the Saskatchewan Elks and Royal Purple Elk Members realize the importance of SPARC, therefore the Saskatchewan Elks Foundation Executive create an additional fundraiser to help support SPARC. **(2017)**

6.6. PROVINCIAL LOTTERY (Instituted 2019- Revised 2024)
TRUCKS & BUCKS AND 50/50 DRAW
Saskatchewan Elks Association, Foundation Corp., & Senior Citizens Homes Lotteries

6.6.1. GENERAL
Saskatchewan Elks Trucks & Bucks Lottery is a lottery with a number of draws. **(2024)**

6.6.2. PURPOSE OF THE LOTTERY is to raise funds for Charities that are supported by the Saskatchewan Elks Association. **(2024)**

6.6.3. TRUCKS & BUCKS LOTTERY PRIZE STRUCTURE:
1. Loyalty Draw $2,500.
2. Early Bird Draw $5,000.
3. New Truck Draw or $60,000. **(2024)**

The Prize Structure & Ticket Prices are decided by the Elks Lottery Committee

50/50 LOTTERY PRIZE STRUCTURE (2020)
GENERAL
The Prize for the 50/50 Lottery is 50% of all tickets sold. **(2020)**

6.6.4. TRUCKS & BUCKS LOTTERY PRIZE DRAWS
Lottery draw for prizes to be determined by the Lottery Committee. **(2024)**
Dates of the draws, location, and person doing the draw are decided by the Lottery Committee. **(2024)**

50/50 PRIZE DRAWS (2020)
The date and place of the 50/50 Prize Draw is decided by the Lottery Committee. **(2020)**

6.6.5. PROVINCIAL LOTTERY COMMITTEE RESPONSIBILITIES (2024)
Lottery Chairman to pick Committee members. **(2024)**

1. The committee to be no more than seven members and no less than 5. **(2024)**
2. Committee Chairman to pick members from various Lodges. **(2024)**
3. Committee to be approved by Saskatchewan Elks Provincial Executive upon submission of Lottery Chairman. **(2024)**
4. The Lottery Chairperson and Committee shall research to the best of their ability in consultation with other Lotteries to determine which suits the Association best. **(2024)**

6.6.6. TRUCKS & BUCKS & 50/50 LOTTERY REPORTING
The Chairman will be responsible for reporting to the Association. **(2024)**

1. All properties and communications from said lottery will be delivered to incoming Chairman. **(2024)**
2. Distribution of Funds **(2024)**
The Foundation shall retain 14% of the proceeds for Administration costs. **(2024)**
3. The remaining 86% shall be deposited into the Foundation and be distributed as per request of Organizations. **(2024)**

6.7. TRUCKS & BUCKS LOTTERY (2022)

1. The Committee for this Lottery is to be made up of: Publicity Director, President of the Association, 1st Vice President of the Association and two (2) Foundation Directors. **(2022)**

2. The Committee will work with the corporation for the Lottery to set up structure and prices early. **(2022)**

3. The Lottery will be run in the Spring of the ear ending in July. **(2022)**

4. The money from the Lottery will go to the Foundation to be distributed to Charities it is assigned to. **(2022)**

5. All Members in the Province of Saskatchewan will be mailed a Trucks & Bucks Ticket Order Form with a detachable Receipt. **(2025)**

6. The Saskatchewan Elks Association set up a Lottery Contingency Fund from the funds received from the SLGA for the Trucks & Bucks Lottery, not to exceed $200,000.00. **(2025)**

6.12. MAKING LIFE SWEETER LOTTO (2026)

6.12.1 GENERAL

1. The Making Life Sweeter Lotto draw will be held in conjunction with the Walk-A-Thon. **(2026)**
2. All responsibilities of the lottery Making Life Sweeter Lotto will be implemented by the Lottery Committee. **(2026)**
3. 2000 tickets will be printed and be sold at $10.00 each. **(2026)**
4. Prizes to be drawn after the Walk-A-Thon Banquet. **(2026)**
5. Prizes are as follows:
   Grand Prize $5,000.00 Cash
   Five (5) draws of $1,000.00 Cash Each. **(2026)**
6. Proceeds of the Making Life Sweeter Lotto to be dispersed as follows:
   14% of Net to Saskatchewan Elks Foundation Corp.
   43% of Net to go to the Elks & Royal Purple Fund for Children
   33% of Net to go to SPARC
   10% of Net to go to the Host Lodge of the Walk-A-Thon to give to a charity of their choice. **(2026)**