

## **SECTION VI**

### **SASKATCHEWAN ELKS FOUNDATION CORPORATION COMMITTEES**

#### **6. SASKATCHEWAN ELKS FOUNDATION CORP. COMMITTEES**

##### **6.1. SASK ELKS SENIOR CITIZENS HOMES SOCIETY**

###### **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 (31<sup>st</sup>) day of December shall be the end of the fiscal year of the Saskatchewan Elks Foundation Senior Citizens Homes.

#### **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.

## **6.1.12. SENIOR CITIZENS HOMES BOARD OF MANAGEMENT GUIDELINES**

### **6.1.12.1. 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. **(2011)**

### **6.1.12.2. 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 suppliers 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.

#### **6.1.12.3. CHAIRPERSON'S RESPONSIBILITIES**

1. He is one of the signing authorities on behalf of the Senior Citizen's Homes.
2. He 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. He will chair all meetings of the Project Managers, providing an agenda of business priorities.
5. In consultation with the Executive Administrator, he 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.

#### **6.1.12.4. VICE-CHAIRPERSON'S RESPONSIBILITIES**

##### **He 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.

#### **6.1.12.5. FORWARD PLANNING COMMITTEE'S RESPONSIBILITIES**

1. Recommend cost saving ideas for the betterment of the Society and report to the Directors Meeting. (An example would be our recent meter change over).
2. Recommendations received from our Elks Lodges and S.M.G.H.D to be dealt with and 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 and future of the Saskatchewan Elks Senior Citizen's Homes and present any comments or ideas at each meeting of the Management Committee.

## **6.2 SASKATCHEWAN ELKS CHARITY APPEAL (Suspended 2019)**

### **6.2.1. GENERAL**

1. The Saskatchewan Elks Charity Appeal is a lottery with a number of prizes to be drawn at the President's Ball after the 11 o'clock Service at the Provincial Conference annually.
2. Prizes are as follows:
  - a) The Main Prize will be a new vehicle, which will be purchased from a Member of the Saskatchewan Honda Dealers Advertising Assoc. in Saskatchewan. Cost not to exceed \$30,000.00 including all taxes and fees. In lieu of vehicle the winner may take \$20,000.00 cash.
  - b) The Second Prize will be a cash prize of \$3,000.00
  - c) The Third Prize will be a cash Prize of \$1,500.00
  - d) There will be 10 draws of \$100.00 cash each
  - e) There will be an Early Bird draw made in May at the Provincial Conference Site Host Lodge Regular Meeting for \$500.00 cash.
3. The Draws will be made as follows: **(2015)**
  - a) Two draws by the Grand Exalted Ruler or their representative for \$100.00 each
  - b) Two draws by the Saskatchewan Elks Immediate Past Provincial President for \$100.00 each
  - c) One draw by the Saskatchewan Elks 3<sup>rd</sup> Vice President for \$100.00
  - d) One draw by the Saskatchewan Elks 2<sup>nd</sup> Vice President for \$100.00

- e) One draw by the Saskatchewan Elks 1<sup>st</sup> Vice President for \$100.00
  - f) One draw by the Host Lodge Exalted Ruler for \$100.00
  - g) One draw by the Saskatchewan Elks Senior Homes Vice Chairperson for \$100.00
  - h) One draw by the Saskatchewan Elks Senior Homes Chairperson for \$100.00
  - i) One draw by the Saskatchewan Elks Foundation Vice Chairperson for \$1,500.00
  - j) One draw by the Saskatchewan Elks Foundation Chairperson for \$3,000.00
  - k) The Grand Prize to be drawn by the Saskatchewan Elks Provincial President
  - l) The Charity Appeal Chairperson, in consultation with the Provincial Executive Members present, shall appoint substitute draw makers(s) in the event any designated individual(s) are unable to perform their duties. **(2015)**
4. The cost of the tickets and posters will be paid for by the Saskatchewan Honda Dealers Advertising Association
  5. The price of the tickets for the Charity Appeal Event are to be 3 for \$5.00 in books of 12 tickets. All proceeds, sold tickets and unsold tickets are to be returned to the Lodge hosting the event, which will forward the total amount to the Saskatchewan Elks Foundation with a minimum of \$20.00 for a full book sold. **(2018)**
  6. Administration charges of not more than 14% will be deducted from the net amount turned over to the Foundation from the Charity Appeal.
  7. The Foundation will return \$4.00 per sold book if 15 fully sold books of tickets are returned. If less than 15 books of tickets are sold by an individual lodge, then \$4.00 per book will be donated to the Saskatchewan Elks Foundation and the lodges will receive credit. **(2018)**

#### **6.2.2. DUTIES OF THE CHAIRPERSON**

1. Attend the Provincial Conference, Walkathon and the Midterm meeting at which time the Chairperson will have a written report on the status of the Charity Appeal, re: finances, participation by the Lodges and members, as well as any suggestions he may have for the improvement of the lottery. The Chairperson should also attend the post conference meeting.
2. Contact the Executive Administrator after the Provincial Conference to begin License application process for the following year.
3. Obtain quotes for ticket and poster printing. Tickets and poster cannot be printed until the lottery license has been received as the license number must appear on the tickets and posters.
4. Arrange to have the tickets available at the Walkathon. They should not be distributed before the Walkathon unless in special cases.
5. Arrange to pass the tickets out at the Midterm to lodges that are there and then send the rest of the tickets out in the mail to the lodges that want them or had them last year. In passing out or mailing tickets out a phone number should be available for more tickets.
6. Arrange with the Executive Administrator to set up and retain each year of tickets and ticket sales for 3 years. All money must be receipted when it is returned, one copy retained and one copy given to the person returning the money. He must record Winning Tickets: number and name for the Saskatchewan Liquor and Gaming Authority report. This report must be filed and sent to them within 20 days from the date of the draw.**(2009)**

7. If required be given a Petty Cash Amount not to exceed \$500 which will be used to cover the cost of stationery, postage, office expense and supplies. Receipts for all expenses must be submitted to the Provincial Office.
8. Should try to contact all lodges with tickets at the end of April, reminding them that the tickets are to be in the host lodge hands by the first week in June unless they are attending the conference
9. After the draw, notify winners and place notification in major newspapers, on the Facebook page and on the website. Also send letters to all Provincial Officers, District Representatives and the Lodges with the winners names and their location. At this time remaining receipts can go out.
10. See that all Lodges receive their eligible rebate of net proceeds. **(2001)**
11. When the Liquor and Gaming report is being filled out, administration charges of the gross ticket sales plus advertising and promotion material shall be deducted by the Foundation not to exceed 14%. Take 14% of this total. This gives you your profit to be turned over to the Saskatchewan Elks Foundation Corp. See below:

Total Ticket Sales	\$ _____
Less cost of prizes	(                    )
Less advertising	(                    )
Less printing	(                    )
Less total license fees	(                    )
Grand Total	\$ _____
12. Have your financial records completed by the Walkathon Executive meeting so they may be audited by the Forward Planning/Financial Committee. **(2009)**

### **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. The Walkathon tickets are to be sent to the Local Lodges by the end of May. **(2006)**
4. Any Member and their families may walk and 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)**
5. All walkers will be responsible for their own transportation and accommodations.
6. The Host Lodge is to deposit all ticket revenue, pledges and 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 and the other being the Chairperson of the Saskatchewan Elks Foundation. Keep all funds until after the draw, and then forward the total money and 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 and issue a cheque to the Elks and Royal Purple Fund for Children for the total amount. This cheque is to be presented to the Grand Lodge Charities Committee by the Provincial President. He/she shall also see that the

- necessary funds and information is sent to the Saskatchewan Liquor and Gaming Authority within the allotted time frame (20 Days). **(2009)**
7. Along with the monies, also forwarded is a copy of the financial statement showing all sources of revenues and expenses along with the list of the Lodges showing their amount of donations, pledges and/or ticket sales as well as the number of walkers (Members and Guests) also the name and addresses and amounts of those people requiring income tax receipts. **(2015)**
  8. 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 and 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)**
  9. The Sask. Elks Foundation will also be responsible for accommodation and registration fees for the following:
    - a) Dr. Lynn Brewster or another 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)**
  10. 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. PRIZE STRUCTURE (Suspended 2019)**

Where pledges or ticket sales are connected with prizes, the prizes shall be as follows:

1. First prize: Winners choice of an ATV or \$7500 Cash. **(2015)**
2. Second Prize: \$1,000.00 Cash.
3. Plus 5 draws of \$100.00 each.

All winners are to receive their cash prize money by registered mail or by presentation where possible. (Effective the 2009 Walk-A-Thon). **(2008)**

### **6.3.4. PLEDGES OR TICKET SALES (Tickets suspended 2019)**

1. The decision for selling either tickets or pledges shall be made by the Provincial Walkathon committee with approval of the Assembly at the Provincial Conference.
2. When tickets are sold, they are to be sold at 3 for \$5. Pledges shall be accepted, however shall not be entered into the prize draw. **(2012)**
3. All tickets or pledges must be written on special receipts provided for that purpose having a receipt number corresponding to all other duplicates or stubs.
4. Income tax deductible receipts will be written on receipts for this purpose, with an official receipt being sent by the Elks and Royal Purple Fund For Children.

5. All walkers will be responsible for collecting their own pledges.
6. All ticket 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 and Royal Purple Walk-A-Thon 20\_\_ .
7. Extra receipt books will be available from any committee member or the Executive Administrator of the Saskatchewan Elks Association.
8. Member Lodges are ineligible to purchase tickets in the Lodges' name. Such tickets would be disqualified from receiving prizes. **(2015)**
9. Administration charges of not more than 14% will be deducted from the net amount turned over to the Foundation from the Charity Appeal and Walkathon. **(2014)**
10. The Foundation will return \$4.00 per sold book, if 15 or more full books of tickets are returned sold. If less than 15 full books are sold by an individual lodge, the \$4.00 per sold book will be donated to the Saskatchewan Elks Foundation and lodges will receive the contribution credit. **(2018)**

**6.3.5. PRIZE DRAWS (Suspended 2019)**

1. The draw(s) to be made following the Eleven O'clock Service on the day of the Walk-A-Thon.
2. The structure will be that all five \$100.00 Draws be made first, all cash prize winning tickets will be photocopied or a duplicate ticket made to put back into the draw drum for the Major Prize. All tickets shall be kept for Lottery purposes. **(2002)**
3. The Draws shall be drawn by the following personnel: **(2015)**
  - a) 1<sup>st</sup> \$100.00 draw by the Sask. Elks Foundation Rep.
  - b) 2<sup>nd</sup> \$100.00 draw by the S.P.A.R.C. Rep.
  - c) 3<sup>rd</sup> \$100.00 draw by the Sask. Elks 3<sup>rd</sup> Vice President
  - d) 4<sup>th</sup> \$100.00 draw by the Grand Exalted Ruler
  - e) 5<sup>th</sup> \$100.00 draw by the Sask. Elks 2<sup>nd</sup> Vice President
  - f) 6<sup>th</sup> 1,000.00 draw by the Sask. Elks 1<sup>st</sup> Vice President
  - g) 7<sup>th</sup> Major Prize by the Sask. Elks Provincial President **(2009)**
  - h) The Walkathon Chairperson, in consultation with the Provincial Executive Members present, shall appoint substitute draw makers(s) in the event any designated individual(s) are unable to perform their duties. **(2015)**

**6.3.6. 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.)

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

1. Ticket sales as well as 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.
3. Oliver Hogarth Memorial:
  - a) A Memorial Shield in memory of Bro. Oliver Hoggarth of Whitewood Lodge will be presented to the Lodge with the highest ticket sales per capita.
  - b) The memorial shield will remain in the Provincial Office.
  - c) A keeper shield will be awarded to the winning Lodge.
  - d) The keeper shield shall be supplied by Whitewood Lodge #410 for 10 years. After that another supplier will have to be sought.
  - e) The Provincial Chairperson of the Walkathon to look after the purchasing of the keeper trophy and bill the Whitewood Lodge.

#### **6.3.8. PROVINCIAL COMMITTEE RESPONSIBILITIES**

1. To advertise and 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 and 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 2<sup>nd</sup> 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 and 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 and 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 and information sent by them to the media and 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 and 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.

#### **6.3.9. 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. Deleted **(2015)**
3. **RECORDING SECRETARY:**

To record all meeting minutes, send out the necessary special invites for the event and those invited to the banquet (Civic & Provincial. Officials and special speaker). See that the Provincial Chairpersons receive a copy of your meeting minutes.
4. **FINANCE COMMITTEE:**

To establish a suitable method of accounting to handle all monies coming in from ticket sales, pledges, donations and 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 and one to the Provincial Executive Administrator.
5. **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 and the making up and handing out of Registration Packages.
6. **TICKET COMMITTEE:**

To co-ordinate through the Provincial Chairperson, the obtaining of the Lottery License and the purchase of the tickets. To establish a proper method of accounting for books and monies. To see that Elks and Royal Purple Elks Lodges have books in plenty of time to sell prior to the event. Many of the books can be given out at the Provincial Conference in June. To receive all monies from the ticket sales and as well Lodge and individual donations. Ensure that those requiring income tax receipts are properly recorded. Ticket committee shall receive and record ticket sales, so as to determine the lodge with the highest ticket sales per capita. This information is to be provided to the Chairperson of the local lodge so the Oliver Hoggarth Shield may be presented at the banquet on Saturday evening.
7. **PUBLICITY COMMITTEE:**

To promote the Walkathon to the members of the Elks and Royal Purple Elks and 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 and promote through the press, radio, TV and media, the purposes of the Walk-A-Thon to the public and to solicit their support. There are also some funds available for advertising.
8. **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.
9. **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)**

10. 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)**

11. 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

**6.3.10. 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 2<sup>nd</sup> 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 12<sup>th</sup> Street East, Saskatoon, SK S7N 0H2 **(2008)**

**6.3.11. WALK-A-THON REPORT TO SASK ELKS FOUNDATION**

	<u>LODGES REPRESENTED</u>	<u>WALKERS</u>
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 PEACE 100 – OPERATIONS AND PROCEDURES (Suspended 2013)**

### **(Provincial Elks Assisting Community Education)**

#### **6.4.1. GENERAL**

1. Saskatchewan Lodges wishing to bid on hosting the PEACE 100 Rally shall provide Letter of Intent to the PEACE 100 Provincial Representative signed by the E. Ruler and the Lodge Secretary. The lodge will then receive a Bid Form from the Prov Rep. (2009)
2. Bid Forms must be in the hands of the Executive Administrator 24 months in advance. If there are no early Bids, the Prov Rep will try to acquire a Bid by Prov Conference time.
3. The successful bidder must make a presentation at the Prov Conference.
4. Proceeds of the event must be forwarded to the Sask. Elks Foundation.
5. Tickets may not be purchased in the name of a lodge.
6. An invitation is to be sent by the Executive Administrator to the Grand Exalted Ruler. Registration and 2 nights lodging will be paid by the Foundation.

#### **6.4.2. PROVINCIAL PEACE 100 COMMITTEE RESPONSIBILITIES**

1. The Prov. Executive shall appoint a Director from the Foundation and other members necessary to oversee the event.
2. The PEACE 100 Committee will solicit and approve any Bids received.
3. The Prov Rep shall report to the Midterm and Conference Meetings.
4. The Prov Rep shall work as a liaison with the Host Lodge Committee.
5. The Prov Rep will help the Host Lodge to get sponsors.
6. The Prov Rep will obtain the Lottery License and make sure the Host Committee knows all the rules of the event.

7. The Host Lodge will be responsible for preparing a Budget.

#### **6.4.3. HOST LODGE COMMITTEE RESPONSIBILITIES**

1. There shall be a Chairman and all the necessary Committee Members required as per the Bid Form.
2. The Host Committee is responsible for obtaining the Lottery Tickets to be sold 3 for \$5.00 (2012)
3. An Administration Fee of 14% will be deducted from the Net Profits of the event. The Foundation will return 45% of the Net Profits after all expenses to each lodge based on their ticket sales. 30% will go to the Lodge and 15% to the Fund For Children. Lodges will only receive a rebate when they have sold 10 books or more. If 10 books not sold, the funds will go to the Foundation.
4. Posters, tickets and any advertising must display the Lottery License number.
5. Prizes and Sponsors are the responsibility of the Host Lodge. Prizes will be payed for using PEACE 100 proceeds.
6. All advertising must be approved by the Foundation and Sask Liquor & Gaming.
7. Host Lodge will look after all Media Advertising.
8. Each rider must sell 1 book of tickets to be able to ride in the Rally.
9. The Host Committee will see that First Aid and Ambulance are available.
10. Order of Dignitaries speaking; RCMP, Prov Rep, Host Chair, E. Ruler, GER, Prov President.
11. Have a good sound system and courtesy cars available.
12. Promote all Elks Sponsors.
13. Protocol 11 o'clock Service – First night: E. Ruler or GER – Second night: Prov President

#### **6.4.4. FINANCE AND BUDGETING**

1. A Budget will be prepared by the Host Committee and forwarded to the Elks Association office by March 1 year in advance.
2. The Host Finance Committee shall keep 2 accounts, 1 for the Lottery Receipts and 1 for the Rally Activities.
3. The Prov Association shall provide the Host Lodge with a \$5000 advance to be repaid after the Rally.
4. All Host Lodge Expenses will be paid by the Prov Association.
5. The Host Lodge will be responsible for the distribution of tickets and the proper recording of such tickets.
6. Keep track of donations over \$20 that require Tax Receipts.

#### **6.4.5. HISTORY OF PEACE 100**

In the Fall of 1990, GER Bro. Dick Hollier on his visit to Nipawin, mentioned that there was a need for a project to raise funds for Drug Awareness. During discussions, it was suggested that maybe a Snowmobile Rally could be held and hosted by the Nipawin Elks.

As the PEACE 100 is a Provincial event, a committee of Nipawin Elks was formed and met with the RCMP to get information on Drug Awareness. Members of the RCMP advised us they had a Drug Awareness Program already in place called PACE (Police Assisting Community Education). A suitable name was needed for the rally. After much discussion between the RCMP and the Elks, a revised name was agreed upon (PEACE – Police-Elks Assisting Community Education).

On consulting with the Sask. Snowmobile Association, the second weekend in February was selected as a date for the PEACE 100 Rally.

In the first year 1991, there was 170 snowmobiles participating. The second one had 230 and close to 300 by the third year. During the first two years the PEACE 100 raised \$50000 towards Drug Awareness. In 2012, the Sask. Elks Foundation decided to discontinue their relationship with the RCMP. The rally name was changed to Provincial Elks Assisting Community Education with funds being directed to Elks Charities. The PEACE was discontinued shortly after.

**6.4.6. SASK. ELKS FOUNDATION PEACE 100 BID FORM**

- A. Number of hotel rooms available \_\_\_\_\_
- B. Headquarters where event is to take place. \_\_\_\_\_
- C. Name & address of PEACE 100 Chairpersons \_\_\_\_\_
- D. Has your lodge approved the hosting of the PEACE 100 \_\_\_\_\_
- E. Will live entertainment b provided. \_\_\_\_\_
- F. Do you have a good PA System \_\_\_\_\_
- G. What is the hall capacity \_\_\_\_\_
- H. Will you be prepared to send a delegation to the Prov Conference. \_\_\_\_\_
- I. How long will the trail ride be \_\_\_\_\_
- J. How many Check Points will there be where lunch will be provided \_\_\_\_\_
- K. Will the trail be groomed \_\_\_\_\_
- l. Can the riders ride to their hotels \_\_\_\_\_
- M. Committee and Chairperson Names, addresses and phone \_\_\_\_\_

Registration, Banquets, Entertainment, Bar, Trail Luncheon, Advertising, Courtesy Cars,  
Finance, Lottery Tickets and Children Events (if necessary)  
Return to the Prov Elks Office prior to the January Midterm Meeting 24 months in  
advance of event. (2002)

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

**Exalted Ruler- Lodge Secretary-**

Note: PRESENTATIONS MUST BE MADE AT THE PROVINCIAL CONFERENCE.

## **6.5. SASKATCHEWAN ELKS ADDICTIONS AWARENESS (Suspended 2018)**

### **6.5.1. GENERAL**

The Saskatchewan Elks Association through the Saskatchewan Elks Foundation shall establish an Addictions Awareness Committee. The program shall be directed towards the prevention of Addictions abuse throughout Saskatchewan. (2015)

### **6.5.2. GOALS**

1. To promote the causes of the Elks not only to the general public but to the membership as well. The need to encourage members to take an active role in the program and to encourage others to join because of our various programs in assisting the public and making their communities a better place to live. (2015)
2. To assist the Police, Schools, Elks Lodges and other Organizations as well as people with problems in the prevention of Addictions abuse. (2015)

### **6.5.3. PROGRAM**

#### **1. EDUCATION:**

To educate children, adults, our members and the public at large through:

- a) Literary, Poster, and Video contests
- b) Providing information and instruction at our District Meetings and Provincial Conferences.
- c) Providing groups with a list of speakers available.
- d) Training of our own people to speak.
- e) Educational Seminars for interested people in our own organization.
- f) Provide speakers to speak in public. (2004)

#### **2. ASSISTANCE:**

Financial and equipment assistance to groups involved in Addictions Abuse Prevention such as:

- a) Safe Grad / Chemical Free Grad.
- b) P.R.I.D.E.
- c) S.A.D.D.
- d) S.A.D.A.C.
- e) ADDICTIONS AWARENESS WEEK (2004)

### **6.5.4. COMMITTEE AND PROGRAM FUNDING**

1. Each year the Committee shall prepare an annual budget to be submitted to the Foundation Board of Directors for their consideration. The Directors will then make their recommendations to the annual meeting of the Foundation.
2. Funds for the operation of the committee shall come from the Saskatchewan Elks Foundation.
3. The Drug & Alcohol Awareness Committee be comprised of one Member of the Elks appointed by the Elks Provincial President and the 2nd Vice President of the Saskatchewan Elks Association shall be a Member and a Liaison to the Provincial Association. (2015)

### **6.5.5. ELKS HEALTHY CHOICES CONTEST (Suspended 2018)**

#### **6.5.5.1 THEMES / CATEGORIES**

The Provincial Addictions Awareness shall establish the Themes by which the Healthy Choices Contest shall be conducted. The Contest shall be organized at the local level through the Elks. Winning submissions move on to the Provincial Competition. (2015)

SENIOR POSTER Grades 10, 11, 12

INTERMEDIATE POSTER Grades 7, 8, 9

JUNIOR POSTER Grades 4, 5, 6

PRIMARY POSTER Grades 2, 3

BEGINNER POSTER Grades K, 1,

1. Poster entries should be accompanied by an entry form on the back of the poster on which is typed or printed clearly: title, name of contestant, address, grade, name and address of school, name of teacher/group leader, sponsoring Lodge(s) name and number and name of Lodge Contest Co-Ordinator.
2. Any size of poster is acceptable. However, large posters may be folded.
3. Computer generated posters will not be accepted. (2010)

**SENIOR VIDEO Grades 10, 11, 12**

**INTERMEDIATE VIDEO Grades 7, 8, 9**

1. All Video entries should be accompanied by an entry form on the video/disk case on which is typed or printed clearly: video title, name(s) of all participants, address, grade, name and address of school, name of teacher/group leader, sponsoring Lodge(s) name and number and name of Lodge Contest Co-Ordinator.
2. All entries should have a title on disk/video.
3. Video presentations can be music video, performance, drama, skit, documentary, interview, public service announcement, etc.
4. VHS or DVD format is acceptable.
5. Each entry should be on a separate tape or disk.
6. Videos should not be longer than 7 minutes. There is no minimum length. (2010)

#### **6.5.5.2. PROVINCIAL AWARDS (Total = \$1875)**

All Senior Categories: \$250, \$150, \$125

All Intermediate Categories: \$250, \$150, \$125

All Junior Categories: \$150, \$125, \$100

All Primary Categories: \$100, \$75, \$50

All Beginner Categories: \$100, \$75, \$50

One half (1/2) of the monetary prize is to be given to the participant and the other half to be given to the school to be used for Addictions Awareness Projects. (2010)

### **6.5.5.3. PROVINCIAL CONTEST RULES FOR JUDGING**

Contest Rules & Regulations apply in addition to:

1. Literary will be given marks on the basis of theme, content (75%), originality, creativity, clarity, adherence to essay format, grammar (20%), punctuation and spelling (5%). (The name of the essay must be one of the listed themes)
2. Literary: In addition, another page should be attached solely for the purpose of putting the title of the essay on it, as anything with the child's name on it is removed for judging and then put back later. The judges can also keep their comments and marks on this page, so the actual entry which may go on to another level of competition will not have marks on it.
3. All Posters, Literary and Disk/Video will become the property of the Saskatchewan Elks Association and will not be returned. The participant should make a copy of their submission if they wish to retain it.
4. Posters must be neat, readable, uniform lettering (20%), uniform coloring (20%). Concise content with one strong visual element staying close to theme (60%). Creativity in displaying understanding of theme.
5. Videos are judged based on content (60%) includes creativity, originality, and clarity. Quality (10%), Impact (30%). (2010)

### **6.5.5.4. CONTEST DEADLINE DATES**

Local Judging to be completed by January 31st. Local winning entries must reach the Provincial Representative NO LATER THAN February 28th. (2010)

## **6.6. TEASING & BULLYING – UNACCEPTABLE BEHAVIOUR (TAB) KITS**

### **6.6.1. GENERAL**

1. The Saskatchewan Elks Foundation Corp. has adopted the incentive of paying ½ the cost of the Teasing & Bullying (TAB) Kit ordered by any Elk Lodge in the Province of Saskatchewan. (2015)
2. The Saskatchewan Elks Foundation Corp. shall have a TAB Liaison person (to be appointed by the Provincial President) who will report to the Foundation when requested. (2005)

## **6.7. FOUNDATION ASSISTANCE / GUIDELINES**

### **6.7.1. APPLICATION FOR ASSISTANCE FORM (03)**

**SASKATCHEWAN ELKS FOUNDATION CORP.**  
**508 12<sup>th</sup> 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, wheel chairs, 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. Capital assistance requests over the sum of \$5,000 can only be dealt with and approved by the membership at the annual meeting of the Foundation in June of each year. Grants for Capital Assistance on specific projects will be considered only once in any three (3) year fiscal period. Under Capital Assistance, operating costs of a project shall not be considered.
9. 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.
10. If the applicant is applying for assistance for medical related problems, a letter from their doctor is required.
11. 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.
12. If assistance is granted, the cheque will be sent to the Sponsoring Lodge for dispersal. **(2003)**

**APPLICATION FOR PERSONAL ASSISTANCE FROM  
THE SASKATCHEWAN ELKS FOUNDATION CORP.**  
508 12<sup>TH</sup> 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 Number: \_\_\_\_\_

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 Number \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Where Applicable - Parent(s) or Guardian:

Name \_\_\_\_\_ Occupation \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_ Nature of Distress (Attach confirmation

\_\_\_\_\_ from medical/professional authority)

\_\_\_\_\_

Other Dependents \_\_\_\_\_

\_\_\_\_\_

<p>What other sources of funding have been applied for? _____ _____</p> <p>Do you receive coverage from a group medical/dental plan? Full _____ Partial _____ %</p>	<p><b>Funds Required:</b></p> <p>1) Equipment \$ _____</p> <p>2) Medical \$ _____</p> <p>3) Travel \$ _____</p> <p>4) Accommodation \$ _____ No. of days _____</p> <p>5) Other: Specify \$ _____ \$ _____ \$ _____</p> <p>Total Funds required: \$ _____</p> <p>Less: Gov.'t or other assistance available: \$ _____</p> <p>Less: 10% from Sponsoring Lodge \$ _____ (may be waived by Foundation if Lodge has a difficulty funding this portion)</p> <p><b>Total amount being applied for: \$ _____</b></p>
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\_\_\_\_\_  
Signature - E.R.

\_\_\_\_\_  
Signature - Secretary/Invest. Comm.

Committees  
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This application **MUST** be signed by the two members in the above Lodge positions in order to be processed.

**MONTHLY FAMILY INCOME**

**TOTAL MONTHLY EXPENSES**

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

House Payments \$ \_\_\_\_\_  
 Taxes \$ \_\_\_\_\_  
 Rent \$ \_\_\_\_\_  
 Insurance \$ \_\_\_\_\_  
 Loan Payments (including credit cards):  
 (State what they are for)  
 Bank \_\_\_\_\_ \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL MONTHLY INCOME \$**

Auto Payments \$ \_\_\_\_\_  
 Auto Insurance \$ \_\_\_\_\_  
 Auto Gas & Oil \$ \_\_\_\_\_  
 Clothing \$ \_\_\_\_\_  
 Food \$ \_\_\_\_\_  
 Utilities & Telephone \$ \_\_\_\_\_  
 Health Insurance \$ \_\_\_\_\_  
 Life Insurance \$ \_\_\_\_\_  
 Medical Expenses (specify): \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**STATEMENT OF ASSETS**

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

Other Exp. (specify) \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 Entertainment \$ \_\_\_\_\_  
 Child Care \$ \_\_\_\_\_  
 (If not subsidized)  
**TOTAL MONTHLY EXPENSES \$** \_\_\_\_\_

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

**STATEMENT OF ACCOUNT:**

TOTAL MONTHLY INCOMES \$ \_\_\_\_\_  
 LESS TOTAL MONTHLY EXPENSES \$ \_\_\_\_\_  
 SURPLUS/DEFICIT \$ \_\_\_\_\_

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

Certified Correct: \_\_\_\_\_  
 (Signature of Applicant)

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

**SASKATCHEWAN ELKS FOUNDATION CORP.  
508 12<sup>th</sup> STREET EAST, SASKATOON SK S7N 0H2  
PH/FAX: (306) 665-1333 e-mail: skprovelks@sasktel.net  
REQUEST FOR CAPITAL ASSISTANCE (2006)**

Date Of Application \_\_\_\_\_

Name of sponsoring Lodge \_\_\_\_\_ Lodge # \_\_\_\_\_

Lodge Secretary \_\_\_\_\_ Phone # \_\_\_\_\_

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

**SUSPENDED**

Postal Code \_\_\_\_\_

**APPLICATION FOR:**

Name: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code \_\_\_\_\_

State purpose of assistance requested: \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

Amount requested from the Elks Foundation \$ \_\_\_\_\_

Financial commitment of sponsoring body \$ \_\_\_\_\_

Other sources of funding \$ \_\_\_\_\_

Additional Information Regarding Request: (Use back of form if required)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Exalted Ruler

\_\_\_\_\_  
Secretary/Invest. Office

\*\*\*Upon approval of this assistance your name and/or photo may be used for promotional purposes\*\*\*

## Committees

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**6.8. 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)**

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## **PROVINCIAL LOTTERY (Instituted 2019- Revised 2024)**

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### **Saskatchewan Elks Association, Foundation, and Senior Homes Lotteries**

#### **6.9 Lotteries**

**6.9.1** Saskatchewan Elks Trucks for Bucks Lottery is a lottery with a number of draws. **(2024)**

**6.9.1.2** Purpose of the lottery is to raise funds for Charities that are supported by the Saskatchewan Elks Association. **(2024)**

#### **6.9.3** Lottery Prize Structure

1. Loyalty Draw--\$2,500.
2. Early Bird Draw \$5,000.
3. New Truck Draw or \$60,000. **(2024)**

**6.9.4** Lottery draw for prizes to be determined. **(2024)**

**6.9.4.1** Dates of the draws, location, and person doing the draw. **(2024)**

#### **6.9.5** Provincial Committee for Lottery **(2024)**

**6.9.5.1** Structure Chairman to pick Committee members. **(2024)**

**6.9.5.2** The committee to be no more than seven members and no less than 5. **(2024)**

**6.9.5.3** Committee Chairman to pick members from various Lodges. **(2024)**

**6.9.5.4** Committee to be approved by Saskatchewan Elks Provincial Executive upon submission of Lottery Chairman. **(2024)**

**6.9.5.5** The Lottery Chairman and Committee shall research to the best of their ability in consultation with other Lotteries to determine which suits the Association best. **(2024)**

**6.9.6** The Chairman will be responsible for reporting to the Association. **(2024)**

**6.9.6.1** All communications and properties from said lottery will be delivered to incoming Chairman. **(2024)**

#### **6.10** Distribution of Funds **(2024)**

**6.10.1** The Foundation shall retain 14% of the proceeds for Administration costs. **(2024)**

**6.10.2** The remaining 86% shall be deposited into the Foundation and be distributed as per request of Organizations. **(2024)**

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**6.10.3. 50/50 LOTTERY PRIZE STRUCTURE (2020)****6.10.3.1.** The Prize for the 50/50 Lottery is 50% of all tickets sold. (2020)**6.10.4. 50/50 PRIZE DRAWS (2020)****6.10.4.1.** The date and place of the 50/50 Prize Draw is decided by the Lottery Committee. (2020)**6.10.5. PROVINCIAL COMMITTEE RESPONSIBILITIES (2020)****6.10.5.1.** The Lottery Chairperson and Committee approved by the Elks Provincial Executive shall research various Lottery Schemes to arrive at one that best suits the Foundation's needs. (2020)**6.10.6. 50/50 LOTTERY REPORTING (2020)****6.10.6.1.** The Executive Administrator shall be responsible for all reporting to the Elks Association and the Sask Gaming Commission. (2020)**6.11. Trucks & Bucks Lottery (2022)****6.11.1** The Committee for this Lottery is to be made up of: Publicity Director, President of the Association, 1<sup>st</sup> Vice President of the Association and two (2) Foundation Directors. (2022)**6.11.2** The Committee will work with the corporation for the Lottery to set up structure and prices early. (2022)**6.11.3** The Lottery will be run in the Spring of the year ending in July. (2022)**6.11.4** The money from the Lottery will go to the Foundation to be distributed to Charities it is assigned to. (2022)**6.11.5** All Members in the Province of Saskatchewan will be mailed a Trucks & Bucks Ticket Order Form with a detachable Receipt. (2025)**6.11.6.** 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)