



“Because the experience is worth sharing”

Guidelines and Procedures

Amateur sport organizations wishing to generate funds through a Sport Legacy Fund **must** adhere to the following guidelines and procedures.

Requirements of participating organizations:

- ◆ Establish a “cause(s)” and annual program goals;
- ◆ Appoint a volunteer and/or staff member to act as the administrator of the program;
- ◆ Administer policies and procedures that support the integrity of the Sport Legacy Fund;
- ◆ Ensure donors are offered appropriate and consistent recognition for their contributions;
- ◆ Promote the Sport Legacy Fund consistent with the image/brand established for the provincial program; and
- ◆ Consider establishing programs/incentives that will compliment the program goals (e.g. donor incentives, matching gift programs, past president incentives, etc.)

Application:

- ◆ Organizations must complete and submit an application form to the Sport Legacy Fund Administrator at least one month prior to the planned commencement of the program.
- ◆ Organizations are required to read, understand, and abide by the guidelines surrounding tax deductible giving;
- ◆ Legacy proposals originating at the club level must first obtain a letter of endorsement from their respective Provincial Sport Governing Body (PSGB) prior to sending in for approval. This endorsement verifies that the club is a bona fide member and that the fundraising methods and the proposed use of the proceeds are acceptable.
- ◆ Sask Sport Inc. will review the details of all proposed sport legacy program, and provide written notification to the PSGB and/or the local club as to the results of the review;

Solicitation of funds:

- ◆ Solicitation of funds should not occur until written approval of the project has been received;
- ◆ The Sport Legacy Fund project administrator should design and use a proper donation form. The purpose of the form is to ensure that mandatory information such as donors' full name, address, donation amount, donation date, and signature is properly recorded. A sample donation form is available from the provincial Sport Legacy Fund Administrator.

Remittances and withdrawals of donations:

- ◆ All donations, including cash, cheques and VISA payments (if applicable) are to be made payable to the Sport Legacy Fund, 1870 Lorne Street, Regina, S4P 2L7;
- ◆ Donations are to be forwarded to the Sport Legacy Fund Provincial Administrator in a timely manner;
- ◆ All donations must be accompanied by the appropriate donor information (including full name, address, donation amount and donation date) so that proper records can be kept and a tax receipt can be issued.
- ◆ To request a donation back from the Sport Legacy Fund, the club or PSGB must submit a letter requesting such donation.

Issuance of Tax Receipts:

- ◆ Sask Sport Inc. will enter the donors' information into a fundraising database.
- ◆ A tax receipt will be issued and mailed directly to the donor at the end of each calendar year. For the purpose of regular monthly donations the year-end tax receipt will be issued no later than February 28th of the following year. If the club or PSGB wishes to submit a thank you letter with the receipt it should be given to the Provincial Administrator with each donation.

General Books and Accounts:

- ◆ The accounting records relating to the Sport Legacy Fund project must be kept properly for a minimum of 6 years, and must be made available for review, inspection, and audit by the National Sport Trust Fund or by Canadian Customs & Revenue Agency. The following records must be kept:
 - Copy of Application Form & approval letter from Sask Sport Inc.;
 - Copy of donation forms completed by donors;
 - Copy of the National Sport Trust Fund cheque back to the PSGB or club for funds release;
 - General books and accounts containing transactions relating to the Sport Legacy Fund project;
 - All financial records specific to the Sport Legacy Fund.
- ◆ As the accredited Provincial Chapter of the National Sport Trust Fund, Sask Sport Inc. reserves the right to inspect books and records at the PSGB and local club level to ensure that amounts actually paid out are in accordance with the stated purposes or cause(s) that were originally approved;

Fees:

- ◆ Funds will be held in the National Sport Trust Fund for a minimum of 3 months prior to being released.
- ◆ There will be no cost for entering data, or printing and mailing out tax receipts.

Donor Incentive Program:

As a means of encouraging individuals to contribute to amateur sport in Saskatchewan, Sask Sport Inc. has initiated a Sport Legacy Fund Donor Incentive Program. Donations of at least \$120 per year, (or \$10/month set up through a pre-authorized donation plan) will be eligible for a 20% top-up as long as the donor is prepared to have his/her donation held in trust within the Sport Legacy Fund for a minimum of 5 years. After the 5th year the funds may be withdrawn for use by the beneficiary sport organization. Donations directed towards planned gifts such as a life insurance policy are also eligible. Donations must originate from an individual or family to be eligible (corporate donations do not qualify for this incentive). Maximum incentive for any one individual donor is \$5,000.

For more information contact:

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Note: Sport Legacy Fund projects that are not prepared to follow the above mentioned procedures will not be accepted under the National Sport Trust Fund umbrella.