

## Appendix K

### Requirements for Provisional and Full Membership For Boys And Girls Club Programs



Boys and Girls Clubs of Canada  
Clubs Garçons et Filles du Canada

Application For Provisional Membership

**Applicant's Name:**

**Application Date:**

**Checklist completed by:**

Requirement	Yes	No
<b>Board of Directors/ Steering Committee has been developed</b>		
• A group of individuals have been brought together to form a Board of Directors or a Steering Committee.		
• This group of individuals is meeting on a regular basis.		
• Progress notes are being kept on meetings		
<b>Provide BGCC with a resolution of the local Board of Directors /Steering Committee to embrace the Mission and Core Values of the National Organization.</b>		
• A written resolution/motion has been recorded to indicate that the Board/Steering Committee is familiar with the Mission and Core Values.		
• A written resolution/motion has been recorded to indicated that the Board/Steering Committee has adopted the Mission and Core Values.		

<b>Staff and volunteers are screened.</b>		
• A functional process is in place to ensure that screening is being conducted.		
• Policy has been written in regards to the mandatory screening of Volunteers and Staff.		
<b>Operate one or more services for children and youth and, where deemed appropriate, their families.</b>		
• A needs assessment or some form of community consultation, (preferably including youth), has been carried out.		
• The basic service(s) to be provided have been identified.		
• At least one service/program is in operation.		
<b>Requirement</b>	<b>Yes</b>	<b>No</b>
<b>The organization is a corporate entity with a constitution or is in the process of becoming one.</b>		
• The Board/Steering Committee has researched the process of becoming a society.		
• Bylaws have been written which reflect the current practices of the organization.		
• The application form is ready to be sent in once permission to use the Boys and Girls Club name is given.		
<b>Define clearly in its Constitution and/or bylaws the criteria for eligibility for membership and the process of election, replacement and term of office of its board of directors.</b>		
• Bylaws state the criteria for eligibility for membership.		
• Bylaws state the process of election, replacement and term of office of the Board of Directors.		
<b>Board of Directors/Steering Committee has addressed a two-year plan for financial responsibility.</b>		
• A method of keeping financial records has been addressed.		
• The organization has created a draft budget and a two-year business plan for annual operations and has explored/obtained opportunities/commitments for funding.		
<b>Have insurance coverage consistent with its needs and legal requirements, which includes, but is not limited to, comprehensive general liability insurance to protect the organization, its staff and volunteers.</b>		
• The organization has consulted with a broker and has adequate insurance in place before delivery of programs.		
• Do you have a copy of the policy detailing the coverage provided?		
• Do you have coverage on all property and contents?		
• Do you have Directors and Officers Liability?		

<ul style="list-style-type: none"> <li>Do you have liability insurance to protect the organization's staff?</li> </ul>		
<p><b>Prepared to give a written report to the National Board requesting Provisional Membership.</b></p>		
<ul style="list-style-type: none"> <li>This report must be prepared in advance of the Board meeting at which it will be considered.</li> </ul>		
<p><b>Prepared to have a site visit conducted by National staff or delegate.</b></p>		
<ul style="list-style-type: none"> <li>Arrange a date with the National office for a visit. Have some board members in attendance.</li> </ul>		



**Application for Full Membership**

**Applicant's Name:**  
**Application Date:**  
**Checklist Completed By:**

<b>Requirement</b>	<b>Ye S</b>	<b>No</b>
<b>Provide the Region with a resolution, of the local Board of Directors, to embrace the Mission and Core Values of the National Organization.</b>		
<ul style="list-style-type: none"> <li>Do the minutes of a Board meeting formally reflect embracing the Mission and Core Values of the National Organization? (Date of meetings when this was carried out?) This must be an updated resolution with the present board.</li> </ul>		
<ul style="list-style-type: none"> <li>A process must be in effect in which all new Board members are oriented to the National Mission and National Core Values</li> </ul>		
<b>Sign and comply with a Membership Agreement with the National Organization.</b>		
<ul style="list-style-type: none"> <li>Have been oriented to the National Membership Agreement?</li> </ul>		
<ul style="list-style-type: none"> <li>Will be willing to sign the National Membership Agreement.</li> </ul>		
<ul style="list-style-type: none"> <li>Do you have a copy in your possession?</li> </ul>		
<b>Operate one or more services for children and youth and, where deemed appropriate, their families.</b>		
<ul style="list-style-type: none"> <li>Do you operate one or more services under the name of Boys and Girls Club?</li> </ul>		
<ul style="list-style-type: none"> <li>Provide Region with a report on the program which you are presently operating.</li> </ul>		
<ul style="list-style-type: none"> <li>Have an outline of programs which have been identified in your community which may be looked at in the future.</li> </ul>		
<b>Include in its official name "Boys and Girls Club(s)" and/or "Club(s) Garçons et Filles" and/or shall publicly recognize the organization as being a member of the National Organization. Prominently display the current logo of the National Organization at its administrative centre, service locations and all appropriate printed matter.</b>		

<ul style="list-style-type: none"> <li>• Do you include the Boys and Girls in your official name?</li> </ul>		
<ul style="list-style-type: none"> <li>• Do you publicly recognize your club as being a member of the National organization?</li> </ul>		
<ul style="list-style-type: none"> <li>• Do you display prominently the current logo at your administration centre, service locations and on all printed matter? If you have letterhead paper provide Region with a copy.</li> </ul>		

<b>Requirement</b>	<b>Ye s</b>	<b>No</b>
<b>Be established and operate in accordance with a Constitution, by-laws and policies which are consistent with the Mission and Core Values of the National Organization.</b>		
• Are your bylaws up to date?		
• Provide Region with your Society Number.		
• Do your bylaws accurately reflect the current practices of your club?		
<b>Be registered as a charity in good standing with the appropriate government bodies and have the appropriate charitable registration number and documentation on file.</b>		
• Do you have current up-to-date documentation verifying your Society registration? Provide Region with your charity number.		
• Do you clearly understand the responsibilities of having a charity number?		
• Do you have a copy of your most recent charitable return?		
<b>Be governed by a duly elected board of directors in accordance with appropriate federal and provincial legislation.</b>		
• Do you have a fully functional Board of Directors in place?		
• Is your Board of Directors main purpose the governance or administrative duties of the Boys and Girls Club.		
• Do you have a full compliment of Board members? Provide Region with a list of your Board of Directors.		
• Has your board taken the Board Certification Program		
<b>Define clearly in its Constitution and/or by-laws the criteria for eligibility for membership and the process of election replacement and term of office of its board of directors.</b>		
• Do your bylaws state the criteria for eligibility for membership?		
• Do your bylaws state the process of election, replacement and term of office of the Board of Directors?		
<b>Record in official minutes actions of the Local Board, in a manner consistent with its Constitution, and by-laws.</b>		
• Do you have up-to-date minutes reflecting the actions of the		

Board?		
• Do you keep a copy of all minutes at your administrative center?		

<b>Requirement</b>	<b>Yes</b>	<b>No</b>
<b>Keep adequate financial books and records and prepare annual financial statements in accordance with generally accepted accounting principles. The annual financial statements shall be audited by a chartered accountant (or certified general accountant or such other auditor as is permitted under the laws of the province or territory where the organization is located) and shall be provided annually to its Region.</b>		
• Do you record all transactions on a daily, weekly, or monthly basis?		
• Do you receipt all incoming funds?		
• Do you produce monthly financial statements?		
• Do you have a process in effect where monthly financial statements are being reviewed by your Board of Directors?		
• Do you reconcile all your monthly bank statements?		
• Do you perform an annual audit as permissible by law?		
<b>Conduct its operations and affairs in full accordance with all applicable laws.</b>		
• Have you met all obligations in accordance with the various applicable laws?		
• Do you have up to date documentation pertaining to the required filing of Revenue Canada documents?		
<b>Have insurance coverage consistent with its needs and legal requirements, which includes, but is not limited to, comprehensive general liability insurance to protect the organization, its staff and volunteers.</b>		
• Do you have a copy of the policy detailing the coverage provided?		
• Do you have coverage on all property and contents?		
• Do you have coverage on all vehicles?		
• Do you have Directors and Officers Liability?		
• Do you have liability insurance to protect the organization's staff and volunteers?		
• Have you looked at risk management in regards to your programs to make sure that your coverage is valid?		
<b>Pay fees annually to Region as determined annually by the</b>		

<b>Region in consultation with other Local Organizations in the Region's designated geographical area.</b>		
• Have you paid your Regional fees for the current year?		
• Have you provided Region with your latest Audited Financial Statement?		

<b>Requirement</b>	<b>Ye S</b>	<b>No</b>
<b>Demonstrate support for the participation of staff and volunteers in activities of its Region. Expectations for participation will be determined by the Region in consultation with Local Organizations in the Region's designated geographical area.</b>		
• Have your staff and Regional Board Representative attended 50% of the scheduled Regional events in the current year?		
• Have your staff and Regional Board Representative carried out Regional correspondence in a timely and accurate manner?		
<b>Have a formal screening and selection process in place, including mandatory criminal checks, to assure all volunteers and paid staff have the skills and character attributes appropriate to working with children, youth and their families.</b>		
• Do you have a formal policy in regards to screening volunteers and staff?		
• Do you have a formal step-by-step procedure in regards to screening?		
<b>Have current, written policies and practices pertaining to professional, support, part-time and volunteer personnel.</b>		
• Do you have a policy manual?		
• Do you have policies pertaining to personnel?		
• Do you have policies pertaining to finance?		
• Do you have policies pertaining to board self-governance and framework policies?		
• Do you have policies pertaining to programs and services?		
• Is a process in effect by which your policies are reviewed regularly?		

<b>Offer membership to children, youth and/or their families consistent with the National Organization's Mission and Core Values.</b>		
• Do you offer membership consistent with the National Mission and Core Values?		
<b>Ensure membership and program fees are within the means of children, youth and their families and that no child or youth will be denied membership due to inability to pay.</b>		
• Do you currently charge a membership or program fee?		
• Do you provide options for a child, youth or family who is unable to pay a fee?		

<b>Requirement</b>	<b>Ye s</b>	<b>No</b>
<b>A letter must be written to the Regional Executive Director requesting that your club's name be presented to the Regional Board of Directors for the seeking of Full Membership Status.</b>		
<b>Your Board of Directors and staff are proactive.</b>		
<ul style="list-style-type: none"> <li data-bbox="142 573 1146 646">• A Business Plan has been developed for the current year and projected for the upcoming year.</li> </ul>		
<ul style="list-style-type: none"> <li data-bbox="142 655 1182 728">• A Strategic Plan has been developed or is in the process of being looked at by your Board of Directors.</li> </ul>		