

# **CDCDA Policy for Club Support Funding**

**Updated February 26, 2022**

## **OVERVIEW**

The CDCDA recognizes that the member clubs of the CDCDA at some time will require advisory or financial assistance due to circumstances that could not be anticipated or were beyond their control. This is especially true when new clubs are being established or existing clubs are rejuvenating themselves. The CDCDA is available to assist in the following areas:

- Facility procurement
- Promotional Activities
- Fee for service items (Instructor)
- Travel within the province
- Conference/training

## **PROCEDURE**

### **The Club**

- Prepare a letter outlining the financial status and activity status\* of the club.
- What is the club planning to do to rectify this situation ie: action plan.
- What are your expectations that this action plan will accomplish.
- What are your expectations from the CDCDA, advisory and financial.
- Include the Attached Application with supporting documentation\*\*
- Forward the documents to the Casino Chair with a copy to the CDCDA President

### **Casino Chair**

- Will record the day the documents arrive
- Will review the documents with the Treasurer and they will provide recommendations to the CDCDA Executive outlining appropriate alternatives and actions

### **CDCDA Executive**

- Review the proposed alternatives and actions proposed by the Casino Chair and the Treasurer, and accept, reject or alter the recommendations and actions proposed.

### **Casino Chair**

- Respond the outcome of the review to the respective Club

### **\*Activity Status**

- ✓ Briefly explain the current morale of the club ie: # of dancers that come, # that participate as angels, # that try to encourage fun & excitement. Difficulty of participation of members as executives or on committees.
- ✓ What are your expenses for a regular dance?
- ✓ What have you done to recruit new dancers to your club?

### **\*\*Supporting Documentation**

- ✓ Financial Statement of previous year

## **REQUIREMENTS FOR APPLYING FOR CDCDA CASINO FUNDS**

Each request is considered a donation from the CDCDA to the club.

What CDCDA clubs are eligible for Casino funds? **Executive run clubs**

**Requirement #1** - A cover letter to the CDCDA President should accompany all casino fund requests, stating “the club” is requesting a donation from the CDCDA Casino funds for the amount of \$\$\$\$\$. A summary of each type of item should be listed with the amount.

Example: Feb, 2017 – May, 2018 Payment for Square Dance Instruction	\$200.00
Example: Feb, 2017 – March, 2018 Payment for Facility Rental	\$500.00
Total Request:	\$700.00

Also completion of the form **CLUB APPLICATION FOR ADVISORY OR FINANCIAL ASSISTANCE FROM CDCDA** (SEE BELOW).

**Requirement #2** - Proof of Expense Supporting Documents:  
Invoice/statement/proof of purchase for services/expenses from the instructor, rental facility, advertising company etc.. Dates are important, please include them when possible.

**Requirement #3** - Proof of Payment Supporting Documents:

1. Cash payment: receipt of payment for services with a signature. Include dates, names, amounts, if not already included.
2. Cheque payment: copy of image of cheque, usually included with the bank statement showing that the cheque cleared the bank account or copy of cancelled cheque (front/back). Please highlight applicable cheque #.

**Requirement #4** - Cap of \$5000 per club, per calendar year

Please submit requests with supporting documents to:

**CDCDA Casino Chair  
# 6, 11109 – 95 Street NW  
Edmonton, AB T5G 1K7**

The Casino Committee and the CDCDA executive will do their best to review and approve your requests within a reasonable amount of time.

**PLEASE NOTE:** At the February 23, 2022 CDCDA Executive Meeting, Janice Fendall made a motion that the Instructor reimbursement will be capped at \$125/dance session and the rental facility will be capped at \$100/dance session. This motion was passed.

## **CURRENT USE OF PROCEEDS LIST**

At present, the AGLC (Alberta Liquor & Gaming Commission) has approved certain types of expenditures for payment out of Gaming Proceeds. These would include:

**Awards/Trophies/Plaques** - awards cannot be cash or merchandise of cash value. Awards must be based on achievement and not for volunteer appreciation.

**Wages, Salaries, Fees for Service** – Payment to the club instructor. Instructor names must be pre-approved by AGLC - most of the Edmonton area callers have been approved. Please check with casino chair for eligibility of your instructor.

**Promotional Activities** - Media advertising to promote benefits of program. Not to be used to promote new membership or activities that are income generated.

### Examples

*Learn to Square Dance*

***Social*** Experience (Friendship)

Experience the ***fun***

Great ***Exercise***

*Everyone Welcome*

***Casual*** Environment

*Your club name can be used*

**Rent** – Facility used for club dance sessions

**Travel - IN PROVINCE** - each request must be submitted to CDCDA for approval **PRIOR** to any booking or payment being allowed. This is to ensure that the type of expenditure is valid for payment out of Gaming Proceeds.

Not sure about an expenditure?? Contact the casino chair and they will be happy to follow-up with the AGLC to validate.

# CLUB APPLICATION FOR ADVISORY OR FINANCIAL ASSISTANCE FROM CDCDA

## CLUB INFORMATION:

\_\_\_\_\_  
*Club Name*

\_\_\_\_\_  
*Club Website*

\_\_\_\_\_  
*Address/Town/Postal Code*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Contact Person*

\_\_\_\_\_  
*Telephone Number*

## HISTORY OF AVERAGE DANCER NUMBERS/EVENING:

\_\_\_\_\_  
*Current*

\_\_\_\_\_  
*1 Year Ago*

\_\_\_\_\_  
*2 Years Ago*

\_\_\_\_\_  
*3 Years Ago*

## HISTORY OF DANCER FEES:

\_\_\_\_\_  
*Current*

\_\_\_\_\_  
*1 Year Ago*

\_\_\_\_\_  
*2 Years Ago*

\_\_\_\_\_  
*3 Years Ago*

## CURRENT MEMBERSHIP:

\_\_\_\_\_

## CURRENT INSTRUCTOR FEE:

\_\_\_\_\_

## CURRENT FACILITY RENTAL:

\_\_\_\_\_

## CURRENT FINANCIALS:

*Cash on Hand* \$ \_\_\_\_\_

*Bank Balances* \$ \_\_\_\_\_

*GIC/Other Investments* \$ \_\_\_\_\_

*Miscellaneous* \$ \_\_\_\_\_

**TOTAL ASSETS** \$ \_\_\_\_\_

## FINANCIALS FOR YOUR LAST FISCAL YEAR

### REVENUE:

*Dancer Fees* \$ \_\_\_\_\_

*Donations* \$ \_\_\_\_\_

*Memberships* \$ \_\_\_\_\_

*Miscellaneous* \$ \_\_\_\_\_

**TOTAL REVENUE** \$ \_\_\_\_\_

### EXPENSES:

*Instructor Fees* \$ \_\_\_\_\_

*Facility Rental* \$ \_\_\_\_\_

*Advertising* \$ \_\_\_\_\_

*Miscellaneous* \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

## SIGNATURES:

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Date