

FR.1 Process, Alberta effective June 1, 2014

- All FR.1's are forwarded to the Area Council with all required attachments (approved SG.8, updated budget with actual financial information and additional fundraising information if required) as per your area deadlines.
- Incomplete submissions are returned and will not be considered at that time.
- FR.1's will be reviewed and discussed. At the conclusion of the Area Council meeting, the approved FR.1 will be scanned and sent to the Contact Guider along with a copy to the District Commissioner. The original will be kept in the area files. A copy of all approved FR.1's are sent to the Provincial office attention Admin Manager. If the FR.1 is not approved, it is forwarded back to the Contact Guider with a cc to the District Commissioners with an explanation. Denied FR.1's are kept on file at the area office.
- The entity who is approved for a fundraiser is required to submit an event summary to indicate what the actual profits were on the fundraiser to the area commissioner no later than 21 days after the event. If it is an ongoing event such as a monthly bottle drive, it can be submitted at the end of the approval period for each FR.1. The event summary will be kept with the original FR.1 in the area files. **(This event summary is for all fundraising taking place June 1, 2014 or after – regardless of when your FR.1 was approved)**
- Important things to note:
 - Fundraising events are generally approved for no further than six months away. If you have an ongoing event you will need to resubmit. Consult your Area Commissioner if you require a FR.1 approval outside the six months.
 - Specific dates are required on the FR.1 form so as an example if it is a monthly fundraiser you would put May 6, 2014, June 7, 2014, July 9, 2014 and August 15, 2014.
 - If the date of your fundraiser changes your Area Commissioner is to be advised.
 - If the math on the FR.1 form is incorrect the FR.1 is returned and not able to be considered until the next meeting and a corrected version is sent in.
 - Copies of approved FR.1's MUST be kept with the financial records of the entity doing the fundraising (i.e. District Council should keep theirs in their financial binder, travelling units should keep them with their trip financials, etc)
 - In some areas, the Executive Committee may also do the approving of the FR.1's.
 - If there are requests for fundraisers that require a higher approval authority (i.e. grants, raffles etc) they should be on their own FR.1 and the complete package should be received no later than thirty days prior to your event by your Area Commissioner who forwards it to Alberta Council for consideration.
 - Approval from Alberta Council is required for:
 - any initiative involving the hiring of a professional fundraiser
 - initiatives involving a large sum of money, in excess of \$2,500 being paid in advance
 - Casinos with an estimated profit of \$1,000 or more
 - Approval for casinos will not be granted to any level below that of area.
 - Bingos with an estimated profit of \$1,000 or more
 - Raffles with an estimated profit of \$1,000 or more
 - Raffles with a prize value of \$1,000 or more
 - All 50/50 draws
 - Door-to-door sales