



Out of Left Field Charity Fund

(Operated by Markham Women's Slo-pitch League)



Guidelines

Mission Statement:

The Out Of Left Field non-profit charitable Fund (FUND) was established in October 2010 by the women of the Markham Women's Slo-pitch League (MWSL) for the sole purpose of assisting league members past and present who are experiencing extraordinary financial hardship.

Changes to the Guidelines:

Revisions or additions to these Guidelines may ONLY be changed by a majority of the MWSL members in attendance at the MWSL Annual General Meeting (AGM) which will be held within one month of the conclusion of each slo-pitch season.

Control and Management

The FUND Board will be comprised of 6 members as follows::

- The Past President of the MWSL will Chair the FUND Board (non-voting position);
- The Treasurer of the MWSL will be a member of the FUND Board;
- Two volunteers from the MWSL Executive team as determined by the MWSL Executive at the first executive meeting of each new season will be members; and
- Two members of the MWSL will be **elected** as "Board Members" at the MWSL AGM.

The Board's purpose is to:

1. Provide oversight for the proper management and distribution of the OOLF funds.
2. Keep all application requests in strictest confidence within the FUND Board.
3. Review applications for funding.
4. Make decisions as to funding allocations or declines.
5. Each board member will have one vote (other than the Chair).

The following roles will be assigned by the FUND Board and will be responsible as follows:

1. Board Chair:
 - a. Organize and preside over meetings.
 - b. Signing authority on cheques
2. Treasurer:
 - a. Monitor and Report the activity of the FUND.
 - b. Be one of 3 signing authorities.
3. Secretary:
 - a. This position will be determined by the FUND Board.
 - b. Take minutes at each meeting.
 - c. Store applications for record keeping for both internal and external (MWSL) audiences.
 - d. 3rd signing authority on cheques in the event that Chair and Treasurer are not available.

Committee Members:

A committee will be formed on an adhoc basis. The requirement to form a committee will be called by the FUND Board pending should any extraordinary fund-raising need arise.

Meetings:

The FUND Board shall meet twice annually and on as needed basis for application reviews.
The FUND Board will review the Guidelines annually and prepare for elections at the MWSL AGM.

Reports required:

The FUND Board will prepare and provide a financial report on the status of the funds at the MWSL AGM.

Products, Programs or Services

Regular Gift	Non-repayable gift of funds to a qualifying individual who has given permission to disclose the particulars in annual reports.
Confidential Gift	Non-repayable gift to a qualifying individual whose name shall not be made public.

Qualification Criteria

Maximum Gift Amounts	<ol style="list-style-type: none">1) Maximum gift of \$1,000 to any one individual unless the situation is deemed to require extraordinary fund raising efforts.2) Gifts are subject to the availability of funds.
Applicant's MWSL Association Criteria	<ol style="list-style-type: none">1) Applicants must have completed one full season with the Markham Women's Slo-pitch League (MWSL); OR2) Must have coached one full season in the Markham Women's Slo-pitch League; OR3) Must be the spouse or child of an individual who has played or coached one full season in the MWSL.
Qualifying Reasons for Application	<ol style="list-style-type: none">1) Dire financial hardship
Application	<ol style="list-style-type: none">1) The applicant or a sponsor must have filled out an application in full and have submitted it to the FUND board via their official email address on the MWSL website or must have delivered to a member of the FUND Board.2) Application forms are available on the MWSL website.
Approval	<ol style="list-style-type: none">1) Gifts will be granted only to applications that have been reviewed and approved by the FUND Board.2) An interview may be required to clarify the application.

How to Apply for Assistance:

Application Form is found as "Addendum I" to the FUND Guidelines and on the web-site.

How the Application is reviewed and approved:

Every effort will be made to ensure that all applications are reviewed by the entire FUND Board. Should all board members not be able to attend such a review, the application can be reviewed and approved or declined by:

1. A quorum of the FUND Board. A quorum for the FUND Board is defined as three FUND Board members comprised of:
 - e. A minimum of two MWSL Executive members and,
 - f. A minimum of one MWSL league member.
2. The application will be assigned an incremental case number for reporting purposes.
3. The FUND Board must complete and attach the FUND Board Review Sheet (Addendum II) which provides the following information and requirements:
 - a. Clear identification of the Approval or Decline
 - b. The date of the review.
 - c. A brief summary of the board's rationale regarding its decision.
 - d. The amount of the gift to be provided.
 - e. The signature of the three FUND Board members as follows:
 - i. A minimum of two MWSL Executive members and,
 - ii. A minimum of one MWSL league member.



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Application Form



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Qualifying Reasons	Illness ; Dire financial assistance
Application	<ol style="list-style-type: none"> 1. The applicant or a sponsor must have filled out an application in full and have submitted it to the FUND board via the email address on the MWSL website or must have delivered to a member of the FUND Board. 2. Application forms are available on the MWSL website.
Approval	<ol style="list-style-type: none"> 1. Gifts will be granted only to applications that have been reviewed and approved by the FUND Board. 2. An interview may be required to clarify the application.

Name of Recipient: _____

Recipient's Address: _____

Recipient's Tel #: _____ Email: _____

Name of Sponsor(if applicable): _____

Sponsor's Address _____

Sponsor's Tel # _____ Email: _____

Amount Requested: _____

Reason for Request: _____

Does recipient know of application: **Yes** **No** When are funds needed? _____

Date of Application: _____

FOR FUND USE ONLY

Application # _____ Date received: _____

