

MARY LYNN HIGGINS YOUTH FUND

BY-LAWS

1. Applications for funds

- a. All applications must be forwarded to 4141 Dixie Road, Rockwood Mall, P.O. Box 41061, Mississauga, ON L4W 5C9 or emailed to marylynnhigginsapplications@gmail.com
- b. Applications must be reviewed on a monthly basis by a minimum of 4 Directors. Two-thirds majority must make decisions.
- c. Applications must contain the following:
 - i. Nomination form signed by the student's teacher and principal
 - ii. Letter from the teacher/principal stating the student's circumstances and why they are deserving.
 - iii. Details in the letter outlining fund-raising efforts on behalf of the student to subsidize the trip.
- d. Applications must be from schools under their Province's Ministry of Education.
- e. All tours applied for must be "school sanctioned" tours. Applications from non-Ministry institutions may be accepted at the discretion of the board providing the criteria meet items described in sections 1 (c), (f).
- f. All tours applied for must contain significant educational components as it relates to the elementary or high school curriculum.

Failure to provide the above information will result in the application being returned.

2. Disbursement of funds

- a. Funds will be disbursed to the company operating the tour on a semi-annual basis. Funds do not go directly to the incumbent. They must show as a credit on the school invoice.
- b. Funds must be disbursed in cheque form and signed by two Trustees.
- c. Funds will not be released until proof the nominee will be traveling. A rooming list suffices as most significant proof.
- d. Funds cannot be transferred to another student if the first student cancels unless a new application is submitted and approved by the Board.

3. Expenses

- a. It is the intent of the Charity to disburse 100% of its donations. Supplies and related expenses will be considered gifts. This includes, but is not limited to stationary, mailing expenses, mileage and volunteer time. However, the fund will pay for a P.O. Box at a local post office to receive fund mail.

- b. Expenses as it relates to the purchase of fund-raising items, with the intent of making a profit, are acceptable. Two Trustees must sign expenses of this nature.
- c. Expenses incurred for events to raise funds will be deemed acceptable with the approval of the Board.

4. Promotion

- a. All promotion and advertising must be approved by the majority of Trustees in order to maintain the integrity of the MLH Youth Fund message. This includes all literature, mailings and websites.
- b. An annual promotion plan is to be developed and approved by the Board of Trustees.

5. Fund-raising

- a. Fund-raising efforts will be directed by the Board of Trustees. Efforts will include, but not limited to silent auctions, raffles and tournaments.
- b. Fund-raising efforts by outside organizations or persons are to be pre-approved by the Board of Trustees.

6. Newsletters

- a. It is the Board of Trustees responsibility to expand the mailing list.
- b. Newsletters are to be issued on a twice-yearly basis. This can be print or an e-mail blast. Copies of the newsletter will be posted on the charity's website.

7. Donations/Gifts

- a. Donations \$20 or more will be issued a charitable tax receipt in the year the money is received.
- b. Gifts received in lieu of a donation will be provided a tax receipt that is equal to the cash value of the gift. If a cash value is not available, a fair market value will be assigned based on pricing information available for that item.

8. Funds

- a. The maximum amount to be provided is \$750 per application or \$750 per institution where the school is applying for one or two students, and \$1,050 institution where the school is applying for three or more students.
- b. The amount cannot exceed the cost of the trip and does not cover insurance coverage or other miscellaneous items.