

Youth in Philanthropy

2019-2020 YiP Timeline

Important Dates, deadlines, meetings and tasks to keep you organized

SEPTEMBER/OCTOBER Checklist:

- Recruit new members, establish committee
- Decide on the meeting structure and schedule
- Nominate / Elect chair(s) and other committee member roles (High School)
- Individual school visits by the WCF begin (workshop – to teach about foundations & endowments)
- Prepare an Outline for school year (i.e. fundraising, volunteering, granting)

Important deadline: October 31 - List of Staff Advisors and contact information forward to Winkler Community Foundation (WCF) at myra@winklercommunityfoundation.com .

NOVEMBER Checklist:

- Determine grant making areas of focus
- Review Granting Guidelines and Conflict of Interest Policy (Found on WCF Website)
- Start researching organizations that match your area of focus and criteria
- Discuss ways your group could volunteer as a group and/or fundraise for an area of interest

Important Date: November 15th National Philanthropy day

DECEMBER Checklist:

- Make a list of the organizations you would like to learn about
- Search the Canada Revenue Agency (CRA) online list of registered charities to ensure that the charities you would like to learn about are in fact registered charities
- Contact the Organization itself, if it is not listed on the CRA website, and ask if they have a charitable registration number
- Begin Volunteering / Fundraisers

JANUARY / FEBRUARY / MARCH Checklist:

- Inform WCF of what your YiP has done or plans to do. (WCF board members are willing to support YiP initiatives. By informing us of what is happening allows individuals to contribute to your fundraisers.)
- Volunteer
- Fundraisers
- Research charitable organizations your committee is wanting to learn about



YiP Board Representative:
Stacy Wiebe wiebest@hotmail.com
WCF Executive Director: Myra Peters 204.362.9292
myra@winklercommunityfoundation.com

APRIL Checklist:

- Complete all granting decisions
- Submit grant presentation date to WCF
- Email grant recommendations to the WCF for approval (see grant submission dates below)

Following Grant Approval by the WCF Board:

- Prepare for grant presentation assembly
- Hand in all fundraised dollars to WCF (this must be in before cheques can be written)
- Notify all grant recipients and grant declines (For YiP committees that accept grant applications)
- Hand in all grant applications to the WCF (For YiP committees that accept grant applications)
- Invite grant recipients to Grant presentation assembly
- Invite media to Grant presentation assembly
- Steven Sukkau @ Golden West Radio (ssukkau@goldenwestradio.com)
- Ashley Viveiros @ Winkler Morden Voice (news@winklermordenvoice.ca)
- Greg Vandermeulen @ Winkler Times (gvandermeulen@postmedia.com)

| GRANT SUBMISSION DATES TO WCF | GRANT PRESENTATION DATES |
|-------------------------------|--------------------------|
| April 6 | April 15 – May 12 |
| May 4 | May 13 – June 15 |
| June 2 | June 10 – June 30 |

MAY / JUNE Checklist:

- Grant Presentation Assembly
- Submit Final Administration Expenses. Include pictures. May also include suggestions for improvements, changes and affirmation of the YiP program.
- Let us know intentions of YiP participation for the following year.
- Begin recruiting members for next year

Important Deadline: June 8, 2020 Deadline for Financial Report, Administration Expense requests

Note: Expenses and fundraising income can be submitted to the Winkler Community Foundation throughout the year. Please use Expense Income form available on website.



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