



YiP Resources and Guidelines

A Community Foundation of Southeastern Alberta Project – Youth in Philanthropy

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CFSEA

Who we are

The Community Foundation of Southeastern Alberta (CFSEA) is a non-government, non-political and non-religious charitable organization with three main purposes: We Grow, We Give, and We Inspire. We receive donations from the public, we make grants to support the local charities and we provide community leadership. We create meaningful connections between donors and local charities for the permanent benefit of Southeastern Alberta.

What we do

We create a lasting legacy in the community by investing donations permanently and never spending those dollars. The interest we earn from those investments is what we use to provide grants to local charities. No donation is too small, all contributions to our funds provide an impact to the community forever. CFSEA connects issues, convenes partners and develops community-based solutions. The Youth in Philanthropy program is another initiative where 'We Inspire'.

History

The Community Foundation was created by a Private Members Bill in the Provincial Legislature in June 1992. The first meeting was held in September 1992. John Ignatius, our founder and original chairman, made the first donation of \$25,000. Over the next two years, under the chairmanship of Bill Bauman, the foundation took shape with a formal structure and working committees. An Executive Director was hired, and an office opened in January 1996, and later that year the Foundation made its first grant.

At the time of his death in 2000, John Ignatius left most of his estate to the Community Foundation, more than \$2 million dollars. Many donors have followed John's lead and now the Foundation's assets are more than six times John's generous donation.

YiP

Youth in Philanthropy (YiP) is a Community Foundation program designed to introduce motivated youth, like you, to philanthropy and local community development. The program will give you hands-on experience working as a team and with local charitable organizations to help your community thrive.

Section 1: Say Hello to YiP

What is Youth in Philanthropy?

Youth in Philanthropy (YiP) is a Community Foundation program designed to introduce motivated youth, like you, to philanthropy and local community development. The program will give you a hands-on experience working as a team and with local charitable organizations to help your community thrive.

The program will run from January until mid-June. First, the schools form YiP committees. The committee will be given a grant which they will distribute to a charity of their choice. The amount of the grant will vary each year, but it will be a minimum of \$1,000. The committees will discuss the areas of grant-making focus and determine the goals of the committee. Once you have established these goals, you will research charities that meet your criteria and learn more about what they do by visiting them and interviewing people who work there.

With the input of each committee member, your group decides which charities will receive grants, how much each will receive and how that money will be spent. You will then submit your grant recommendation to the Board at the Community Foundation of Southeastern Alberta for final approval.

Through YiP you will gain skills that will last a lifetime and learn about some amazing people and organizations doing powerful work to make your community better. You will also gain the satisfaction of knowing you have contributed and supported the region you live in.

YiP around the World

Today there are YiP committees throughout Canada and the United States, as well as Australia, Brazil, England, Mexico, New Zealand, Northern Ireland, Poland and Slovakia. YiP is usually a project of a Community Foundation, but each program is run a little differently.

In Canada, there are approximately 60 YiP groups. The way we run the program in Southeastern Alberta has been modelled after the unique program launched in Winnipeg at the Winnipeg Foundation. We use a school-based model which opens the experience to many more students each year. Although fundraising is not required with the program, we encourage each committee to contribute to their High School Endowment Fund to allow future YiPers the chance to make more of an impact.

Administrative Grant

Every year, each Youth in Philanthropy committee receives an administrative grant of \$100 from the Community Foundation. This money comes from the Foundation's Youth in Philanthropy Fund and is there for miscellaneous expenses that arise out of the grant-making process.

Your committee's administrative grant is to be spent on costs associated with running your committee.

What **"TO"** use your grant on:

- Gas, taxi fare, bus fare and parking for transportation to and from site visits
- Photocopying
- Postage
- Office supplies
- Snacks for meetings

What **"NOT TO"** use your grant on:

- Meals or trips to restaurants for the committee
- Fundraising supplies or items to sell
- Permanent items, such as cameras or filing cabinets

NOTE: if you have any doubt about appropriate use of the administrative grant, please contact the Community Foundation before spending the money!

In most cases, committees don't use the entire \$100 throughout the year. By the end of June, any unused money, along with any funds your committee has raised, **MUST** be returned to the Community Foundation. This amount will be deposited in your school's endowment fund. This means the more money you return, the faster your fund will grow and the more your committee will be able to grant to charities in the future years!

Please use the expense sheet (see section 6) to track how you spend your administrative grant.

Section 2: Your Committee

About Your Committee

To help your Youth in Philanthropy year be the best one ever, there are some things that you should think about as you form your committee. Once you have established some basic guidelines, your committee will be ready to work together efficiently and effectively.

Do you have enough committee members?

Experience has shown that a committee of 8-20 members works well because there are enough people to share the workload, but not so many that agreeing on meeting times and grants is too difficult.

Is your committee diverse?

Do you have members with a variety of interests? Do your members represent a variety of grade levels? Is there a good mix of guys and girls?

The more diverse the committee, the more perspectives you can represent, and the more effective your grant will be.

What leadership roles will your committee use?

See Committee Roles on page 12 to learn about different roles for members on your committee.

How will you decide who takes these roles?

Will you vote by secret ballot? Select volunteers? Assign based on criteria, such as amount of experience in YiP?

Will meetings be formal or informal?

Each committee has its own way of running meetings, but regardless of how casual the meeting, an agenda should be followed at each meeting.

How often will the committee meet?

It is a good idea to schedule regular meeting times at the beginning of the year. The amount of work to do may vary throughout the year, but it is always easier to cancel a meeting if there is nothing to discuss than to arrange one at the last minute.

When and where will the meeting be held? How long will they run?

Base your decisions on what works best for most of your committee and your staff advisor.

How will you make decisions?

Will your committee be democratic (majority vote) or work toward consensus (everyone agrees)?

Information on both democracy and consensus is found in Section 6.

Recruiting Committee Members

Research shows that the more diverse your committee and the more perspective you can represent, the more effective your grant-making will be. So, how do you get the word out about YiP?

Recruitment Tools

Word of mouth is one of the most powerful advertising tools! Tell your classmates about YiP and what a great experience it is! Ask them to join the committee. Put up posters around your school, place a notice in the school newspaper or read an announcement over the PA or at a school assembly.

Who to look for

As you know, there are a lot of demands on students' time. When looking for new members, keep in mind that students with time, energy, interest, and enthusiasm for the program will probably be the most reliable and work the hardest. You should also note that after your initial meetings, the number of participants in your committee may drop a little. This is natural, as some students will decide not to commit to YiP.

Prevent drop-off

Remember, your group does not have to be large to be successful – quality (dedicated members) is more important than quantity. But, if you are concerned that there are a lot of people dropping off your committee, try to make sure that everyone has something to do. Delegate action items to everyone on the committees; make sure it is not just a few people signing up for tasks.

If you have a large committee, try dividing it into sub-committees based on your areas of focus for granting. You might also create a sub-committee that explores fundraising ideas for growing your endowment fund, or a sub-committee that looks at other community service and volunteer opportunities that your committee can take part in. Remember, if members do not have specific jobs and don't feel needed or valued, they may stop attending meetings.

Committee Roles

Roles and Responsibilities

In order to work together efficiently, we recommend that you delegate roles among your committee members. This may be done through nomination and election, or by volunteering for the roles, (depending on the size of your committee and the experience levels of your members). Your committee may also choose to rotate roles among group members.

Co-Chairs *(Two positions recommended to share responsibilities)*

- Set the agenda for each meeting
- Run the meeting and keep everyone on track
- Make sure that everyone gets a turn to speak at meetings
- Keep in touch with sub-committees (if applicable) and ensure they are being run effectively
- Coordinate any projects the group is working on

Secretary

- Takes minutes during meeting
- Has the previous meeting's minutes on hand
- Keeps an accurate membership list
- Keeps a copy of all information and letters sent out
- Keeps copies of information accumulated by sub-committees

Contact Person

- Contacts all members of the committee with a reminder of meetings and events
- Keeps an attendance list of meetings and committee events (i.e. If a member cannot attend a meeting, the contact person should be informed)

Treasurer

- Keeps track of all funds that have been raised and how much is in the endowment fund
- Keeps track of all administrative grant expenses

Public Relations Contact

- Provides information on the committee to the school newspaper, yearbook, etc.
- Brings in articles, video or sound clips from local media on stories that relate to your committee's areas of interest
- Helps recruit new members by putting up posters, distributing handouts, making PA announcements, etc.
- Acts as a spokesperson if your committee is contacted by the media, and/or contacts the media or the Community Foundation of Southeastern Alberta if your committee has an exciting story to tell

School Committee Rep

- Acts as the liaison between your committee and the Community Foundation
- Represents your school committee to the Community Foundation

Staff Advisors

- Your committee should have two staff advisors to ensure that your group has advisor support if one advisor is unavailable
- Supports the needs of the committee so that students can do the research, administration, and decision-making work, but lets the students make their own choices
- Keeps students on track and makes sure the committee meets all deadlines, and acts as a final check to make sure all tasks have been completed correctly
- Encourages students to consider all points of view and plays devil's advocate if required
- Act as a liaison between the school committee and the Community Foundation
- Steps in if the committee is having irreconcilable differences

Section 3: Grant Making

The Details

Below is a list of steps for grant-making. More detailed information can be found on the pages that follow.

1. **Follow Up (if previously participated in YiP)**
 - Find out if the organizations that received grants from your committee last year have followed-up by sending a letter describing the impact of the grant. If not, contact them to ensure that they spent grant money as intended.
2. **Determine Areas of Focus**
 - Choose grant-making areas (community issues) that your committee would like to focus on
3. **Develop Criteria**
 - Keeping in mind the focus areas you have established, develop criteria to assess potential grantees
4. **Review Conflict of Interest Guidelines**
 - Provide a conflict-of-interest orientation for all committee members
5. **Research Organizations**
 - Start researching organizations that match your areas of focus and criteria
 - Create a list of organizations that your committee would like to visit
 - Review list to ensure all selected organizations have a registered charitable number
 - Finalize list of organizations and prepare interim report
6. **Site Visits**
 - Develop questions to ask at the site visits
 - Send introduction letters to organizations you want to visit and arrange site visits
 - Go on site visits and take notes
 - Complete your site visit recommendations form
 - After each site visit, send the organization a letter thanking them for their time
7. **Final Grant Decision**
 - Report back to your committee on what you learned at the site visits
 - Decide as a group how you will distribute your grant money (this includes how much each organization will receive and the purpose of the grant). Arrange dates and times to present to members of the Community Foundation for full approval of grants.
8. **Final Report**
 - Submit your final report, including your grant recommendation form, to the Community Foundation by March 31st.
 - Once you have been notified that your grants have been approved, call the grant recipients to decide on a venue to distribute the money. If you would like to present the cheque in a please advise the CFSEA of the date and time so they can be there to deliver the cheque to you.
 - **Send a letter to organizations that you visited but were not approved for a grant to let them know and to thank them for their time.**

Following Up

Part of your responsibility as grant-makers is ensuring that the funds you have granted have been spent appropriately and according to your committee's wishes.

If your school has participated previously, we suggest that one of your first activities as a committee is following up on grants that were made the previous year. Many charities will send letters directly to your school. Check with your Staff Advisor to see if your committee received any letters. If you did not receive any letters from some or all of your grantees, check with the Community Foundation. If there has been no communication from an organization, call and ask if the grant money has been spent yet, and ask for a letter explaining how the funds have been used, a photo of the item(s) purchased, or even ask if you can visit and see firsthand how the grant has benefited the organization.

When you go on your site visit you might consider asking an organization if they have received YiP grants in the past and, if so, how they have followed up with the donor committee. It might become one of your criteria for granting.

Setting Priorities

Giving money away may seem like an easy thing to do at first, but effective grant-making takes thought and organization. There are many worthwhile charities in Southeastern Alberta – all of which need funding to continue their work. You cannot give to every charity even if you think they are all worthy of your support. The challenge of every grant-maker is to set priorities. Remember that all agencies receive funding from a variety of sources including, but not limited to, government, private functions, public foundations, sponsorships, non-profit organizations, and public donations.

As a committee, you will choose areas of focus and criteria which will set your priorities as grant-makers. Incorporating your committee's interests, values, as well as the needs of the community, will produce grants that make you proud, and that the community can truly benefit from.

Know Your Community

One way to get to know your community is to perform a *needs assessment*. A needs assessment allows you to identify issues or problems in the community that needs to be addressed. To get the whole picture, you can also use *asset-mapping*, which focuses on the good things that are presently happening in the community. The asset map identifies positive attributes. Knowing what strengths your community already has can help you contribute to these efforts. Once you have thought about the needs and assets of our community, you will be ready to determine your area of focus.

EXAMPLE: A needs assessment shows that a neighborhood is experiencing increased rates of crime and needs more focus on safety. The asset mapping shows that a neighborhood organization is dedicated to making their community a safer place by operating a volunteer community patrol. They could use a grant to provide this group with flashlights and safety vests.

Areas of Focus

There are over 300 registered charitable organizations in Southeastern Alberta that provide a variety of services in many different areas. Establishing areas of focus will help your committee find organizations that meet your grant-making goals.

Some things to think about when deciding your area of focus include:

- The needs within the community
- The priorities identified by your committee
- Individual interests of your committee members
- Areas that your committee has focused on in the past

Three steps to help your committee come up with your areas of focus:

1. As a group, do an initial brainstorm of areas that you could focus on. Try to come up with a comprehensive list. Write your list on a chalkboard or on flip chart paper for everyone to see.
2. Discuss each area that came up in the initial brainstorm. Ask your committee questions and see how much interest there is in each area.
3. Narrow down your initial list to approximately 3-6 areas.

Once your committee has come up with your areas of focus, you can brainstorm additional criteria to help you evaluate the many organizations within the city.

Developing Criteria

You may want to develop criteria for evaluating all organizations you have visited.

There are only 2 criteria that apply to all Youth in Philanthropy grants:

- The organization must be a registered charity
- The project must primarily benefit the citizens of Southeastern Alberta

Other criteria can be established by your committee, depending on your priorities as grant-makers. To help you get started, here are a few examples of criteria established by other committees:

- If the organization has received a YiP grant in the past, they must have followed up with a YiP committee
- Organizations that are large, well-established and have a good reputation in the community
- Organizations that are smaller, less known and may need help raising awareness
- Organizations that serve the community around our school
- Organizations that provide all the information we require on our site visit, including specific examples of how YiP grant could be used
- Organizations that demonstrate a need for funding
- Organizations that have a large volunteer base
- Organizations that have not received YiP grants in the past
- Projects that meet our areas of focus
- Projects that can be completely funded by our YiP grant

Conflict of Interest

Definition: Conflict of Interest is a situation in which a person's decisions in one setting (e.g. as part of a YiP committee) could benefit him or her (or his or her family or friends) in another aspect of their lives.

To ensure integrity of the grant-making process, it is important that YiP committees and members remain unbiased in their decision-making. For that reason, the Community Foundation has developed the following Conflict of Interest Guidelines for Youth in Philanthropy.

1. Obligation to Declare:

If a YiP committee member, a member of their immediate family, or a close friend, has an existing relationship with a charitable organization, that committee member must declare their Conflict of Interest to the rest of the group by telling them the name of the organization, and the nature of the relationship. (Example: The YiP member works or volunteers for an organization, or a friend or family member works or volunteers for an organization). The individual with the Conflict of Interest should not influence the committee's decision by suggesting an organization with which they are affiliated if it does not meet the committee's grant-making priorities and criteria. If an organization does meet the YiP committee's priorities, and they would like to consider the organization for a grant, the student with the Conflict of Interest should not go on the site visit or participate in the final decision-making process for that organization's grant.

2. Free of Outside Influence:

Decisions about which organizations will receive grants should be made by the student committee members based on the grant-making priorities and criteria established at the beginning of the year. Others (including staff advisors and parents) should not try to influence YiP committee members or pressure them to consider or support specific charities.

3. Acceptance of Gifts:

No YiP committee member shall accept gifts from charitable organizations (other than of nominal nature – such as a pen, or small promotional item).

4. Confidentiality of Information:

Information about community is not generally considered to be confidential but it is expected that information gained on site visits will be used with discretion. (Ex: if you meet a person experiencing homelessness on a site visit to a shelter, it would be appropriate to share that experience with your YiP committee, but not to print that person's name and life details in your school newspaper.)

5. Orientation Program:

These Conflict of Interest guidelines shall form part of the orientation of every Youth in Philanthropy committee member and staff advisor.

Researching Charitable Organizations

Once your committee has narrowed down your areas of focus and developed your criteria, the next step is to research charitable organizations that your committee would like to visit.

Some resources to help your committee come up with a list of organizations that fit your areas of focus and criteria include:

- The Community Foundations [Annual Report](#)
- The Internet
- Newspaper and Community Reports
- CFSEA [Vital Charity Hub](#)

Once your committee has determined a list of organizations that you would like to visit, use the Canada Revenue Agency website to ensure that the organization is a registered Canadian charity.

1. Visit the [Government of Canada Website](#) to search the online list of registered charities.
2. If the organization appears in the search results, then it is a registered charity. Click on the organization and copy down the BN/Registration Number. **This number is the organization's charitable registration number, which is required for your and final reports.**
3. If the organization does not appear in the results, then either:
 - a. It is not a registered charity.
 - b. It is a registered charity that is registered under a different name or is affiliated with another organization. Contact the organization directly, or the Community Foundation for more information.

Section 4: Site Visits

Developing Questions for Site Visits

It is best to develop your site visit questions as a full group and make sure that everyone is asking the same questions on each site visit. This will give you a basis on which to compare the organizations you are visiting.

Your questions should be based on your granting areas of focus and criteria and reflect the interests of your committee. It is up to you to develop the questions that best suit your group, but a few ideas are:

- Tell us about your organizations mandate and history.
- What services do you provide to whom?
- How many people does your organization reach?
- How many people work here? How many volunteers does your organization have?
- If you were to receive a grant of \$1,000, how could your organization use it best?
- What are your greatest needs as an organization?
- What other revenue do you receive?
- Who else funds your operations?
- Has your organization received a grant from a Youth in Philanthropy committee in the past? If yes, what was it for and how did you follow up with the committee?

Remember to take your questions with you when you go on the site visit!

Introduce Yourself

The first step in setting up a site visit is to introduce yourself and Youth in Philanthropy with a letter or phone call. We recommend writing out a script before you call, like the example below:

Hello, I am contacting you as a member of [School name] Youth Advisory Committee, part of the Community Foundation of Southeastern Alberta's Youth in Philanthropy Program.

Through the Youth in Philanthropy program, our Youth Advisory Committee has the opportunity to allocate funds in the form of a grant to a charity of our choice.

After researching and reviewing many non-profit organizations, we are interested in meeting you and learning more about your agency and its services. We would like to determine if there is a good fit between your organization and our granting interests and requirements.

Could we set up a site visit [specify dates and/or times]? We expect the meeting with take about an hour and there will be [number] members of our committee attending. At the meeting we will ask you some questions about your organization. We hope that we will also be able to have any printed materials about your organization. If possible, we would also like to tour your facility.

Thank you for your time! [Ensure they have your contact information]

Business Communication Tips

Here are some tips on business communication that will assist you when you are arranging site visits.

Arranging a Meeting – Introduction Letter

Once you have selected the agencies that you would like to learn more about, you may choose to send them a letter introducing yourself as the first step.

- Research the organization – go on their website to find out the name of the Executive Director or call the organization and ask who you should send the letter to. You should address it to an actual person, rather than “To whom it may concern”
- Keep the letter to one side of a piece of paper.

Phone Call

If you have not heard back from the agency within a few days after sending a letter, you should make a follow-up phone call. You may also choose to start with a phone call. When making the phone call:

- Confirm with the contact person that they have received the initial letter
- Ask if they have any questions about Youth in Philanthropy or your committee
- Arrange a time to meet that is convenient for both of you
- Ask for a tour of the organization and any printed material they can give you
- Ask for directions to the organization
- Give them your contact information

Voice Mail

When you are calling an agency, you should be prepared to leave a voice mail message. Clearly state:

- Your name and which committee you are from (school name)
- The specific reason why you are calling
- Your contact information
- What time would be best to contact you

Email

If you’re communicating with an agency via email, make sure that you always use an appropriate description of your message in the subject line (e.g. Youth in Philanthropy Meeting). An agency that receives an email from an unfamiliar recipient with a vague subject line may think that the email is spam or contains a virus.

Keep your message concise and professional. Follow the same template as you would a letter. Don’t use emoticons. Sign the message with your full name and school name.

Meeting in Person

It is very important that you make an appointment before you arrive for your site visit. If you must change your appointment time for any reason, give as much advance notice as possible and reschedule. You should only reschedule an appointment if it is necessary.

At the beginning of the meeting re-iterate how long the meeting will take and what you expect of the other person. Always be respectful of the other person's time and expect the same from them. Make eye contact.

Remember to bring a written list of questions to your meeting. This will help to keep you focused and on track. Also remember to bring a pen and paper and take notes.

After the Meeting

After the site visit, send each agency a letter or card, thanking them for taking the time to meet with you.

Site Visit Basics

Once you have arranged a date and time for your visit, there are a few things to keep in mind:

- NEVER VISIT AN ORGANIZATION WITHOUT MAKING AN APPOINTMENT!
- Be punctual, courteous, and professional. Remember – when onsite visits, you are an ambassador for your school as well as the Community Foundation.
- If you are a returning YiPPER, make sure you establish a balance between new visits and revisits; it is important to experience new agencies to gain a diverse understanding of community needs and assets.
- Before you leave for the site visit, know where you are going and how long it will take to get there. Contact the organization for directions, where parking is available or for the nearest bus route and stop.
- Make sure **at least 2, and no more than 5, YiPPers attend** the site visit. Let the organization know how many people they can expect.
- If your group absolutely cannot make the site visit, call the organization as soon as possible to reschedule.
- Let the contact at the organization know how much time you have to spend (most site visits take half an hour to an hour). Ask your contact for printed materials to take (annual reports, brochures, etc.) so you can show the rest of your committee.
- Come prepared with your list of questions and a notebook and pen for taking notes.
- Ask the person you are meeting with for their business card. You must submit your contact's full name, phone number, and address on your final report, and this is a great way to get that info.
- Complete your site visit report form as soon as possible, while the information and your impression are fresh in your mind. Every committee member who attended the visit should have input into the site visit report.

You should visit a minimum of 3 organizations and a maximum of 7 organization.

Agency Thank You Letter

After the site visit, your committee should send a letter or card to each organization, thanking them for taking their time to meet with you. Here is an example:

January 30, 2021

Jane Jones
Executive Director
Women's Shelter
123 Street
Medicine Hat, AB T1A 1A1

Dear Ms. Jones,

On behalf of the Youth in Philanthropy Advisory Committee at [XYZ] High School, I would like to thank you for the time you took to meet with us on January 25th. We enjoyed touring your offices and learned a great deal about your organization. Thank you for taking the time to answer our questions and for providing all the information we requested.

We are now in the process of deciding how to allocate our grants. Once our decisions have been made and approved, we will be in touch with you to let you know the results.

Thank you once again,

Sincerely,

John Doe

Youth in Philanthropy Advisory Committee [Group/School Name]

Site Visit Form

Complete a copy of this form after each site visit. Once your decisions have been made, you must return all completed forms to the Community Foundation, including the organizations you visited but decided not to support.

Name of Organization

Address:

Phone Number:

Registered Charity Number:

Name of contact person at organization:

Date of site visit:

Participants in site visit:

Amount to be granted or DECLINE:

Description of grant (reason for decline):

Any other information about your site visit or the organization that you would like to share:

Section 5: Final Report

Final Report Overview and Checklist

Once your group has decided which charities to fund and how much each will receive, it's time to submit your grant recommendation form and arrange a date and time to present to the staff and/or board of the Community Foundation.

Your Grant Recommendation Form must include:

- **Completed Site Visit Forms** for all organizations visited, even if you are not recommending a grant (see page 19).
- **List of all committee members** and staff advisors included in YiP
- **Photo of your committee** – This photo will be used in the program for the Celebration event, so please submit a high-quality photo. If you do not have access to a camera, let us know and we will arrange to come out and take your photo.
- **Other information (optional)**
 - What you learned about charitable organizations
 - Interesting aspects of your granting process
 - Other projects taken on by your committee (e.g. fundraising for your endowment fund, mitten drive, volunteering)
 - A particular story about an organization
 - Your most difficult decision as a group
 - An issue deserving greater attention from the Community Foundation
 - Recommendations for improving the Youth in Philanthropy program

Letter to Grant Declines

Even if your committee has decided not to support an organization, you must send them a letter letting them know. You do not have to give them a reason for the decline, just thank them for taking the time to meet with you.

DO NOT send letters to grant declines until the Community Foundation has let you know your other grants are approved!

Date

Name and Contact Info

Dear Jane Jones,

On behalf of the [School's name]'s Youth in Philanthropy Advisory Committee, we would like to advise you that [Charity Name] was not selected to receive a grant from our committee. However, we would like to take this opportunity to thank you once again for your time.

Sincerely,

[Name of person who visited the organization]

YiP Committee, [Name of School/Group]

Letter to Grant Recipients

Your committee must send a letter to all approved grant recipients, informing them of the grant, its purpose and amount, and inviting them to receive the cheque.

DO NOT send any letters to grant recipients until the Community Foundation has let you know your grants are approved!

January 30, 2021

Jane Jones
Executive Director
Women's Shelter
123 Street
Medicine Hat, AB T1A 1A1

Dear Jane Jones,

On behalf of the [School's name]'s Youth in Philanthropy Advisory Committee, we are pleased to advise you that [Charity Name] has been selected to receive a grant from our committee and the Community Foundation. This grant, in the amount of \$[amount], is to be used for [purpose of grant].

We would like to invite you to a cheque presentation [date, time and details of event].

We look forward to seeing you there!

Sincerely,

[name of person who visited the organization]

Youth in Philanthropy Advisory Committee, [name of school/group]

End of Program Wrap-Up

Your end of program wrap information is due March 15. It must include:

- **Administrative grant expense form and unused admin money (see page 21)**
Send in the completed expense form as well as a cheque for any unused admin money and any money you fundraised for your endowment fund.

Administrative Grant Expense Sheet

Please photocopy this sheet and keep a list of all your expenses. (take additional copies if you need them.) This completed sheet must be sent, along with the cheque for any leftover money from your administrative grant, the Community Foundation in June (see timeline for specific deadline).

Item: (e.g. parking, bus fare, stamps)

\$ Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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Thank you Letter to Donors of YiP

Without the generous donations to the Youth in Philanthropy Fund these grants would not be possible. As we ask that the organizations report back to you and the Community Foundation regarding their grants, so should you to the Donors of the Youth in Philanthropy Fund. Below is a general template letter. Please adjust as you see fit for your projects.

June 1, 2021

Youth in Philanthropy Donors
c/o Community Foundation of Southeastern Alberta
104, 430 6th Ave SE
Medicine Hat, AB T1A 2S8

Dear Donors,

On behalf of [school's name]'s Youth in Philanthropy Advisory Committee, we are very thankful for your generous donation to the Youth in Philanthropy Fund.

Our Youth in Philanthropy Advisory Committee decided our Mission would be [insert Mission Statement]. As a result, the following registered charities received a grant.

- [insert list here]

[Explain how the experience was and what it means to your group]

Sincerely,

[name of chair]

On behalf of the Youth in Philanthropy Advisory Committee, [School/group name]

Section 6: Info for Chairs

General Info for Chairs

Many people take on their first chair position in Youth in Philanthropy not knowing what to expect. Though there is not textbook example of how you can solve every problem that may come up during your year of YiP, there are some tips, provided by past YiP chairs from other Foundations, which can make your year easier.

- Think about your mission statement and draft up a sample plan of how you can accomplish your goals. Discuss with the committee and add their input.
- Delegate tasks to other committee members. Doing this will not only free up some of your time but will also keep your members more involved.
- Make agendas for your meetings. You can do this with the rest of your committee, with your staff advisor or by yourself. Having a plan keeps you on track so you won't forget anything.
- Keep all meeting attendance records and minutes in one place.
- Use your agenda or calendar to keep track of what needs to be done.
- Don't be afraid to ask for help or advice!

Meetings

Chairs' Tasks during the Meetings:

- Make sure everyone knows each other and make introductions if necessary
- Start the meeting and keep it going, following the agenda
- Determine when a decision needs to be made, facilitating consensus or voting
- Have everyone give their opinion and allow them to be heard
- Assign tasks and deadlines to committee members, involving as many different people as possible
- At the end of the meeting review what everyone's tasks are

Agenda:

It is a good idea to have an agenda at each meeting. Your agenda might look like this:

1. Welcome from chairs and review of agenda
2. Review minutes from previous meeting
3. Report on activities (letters sent, site visits, etc.)
4. Old/unfinished business update
5. New business (planning for upcoming events, etc.)
6. Decision on next meeting time
7. Adjournment

Attendance: Remind committee members the importance of attendance at all meetings. If they cannot attend, they should tell someone in advance. You may choose to set an attendance policy at the beginning of the year stating expectations and consequences for missing meetings.

Critical Thinking

Critical thinking is a process that will guide you through difficult and complex questions that have more than one possible solution. Below is what you can do to make your decision-making easier.

- 1. Identify what you know and what you don't know** - Have as many different perspectives as possible. If you can envision how the possible solutions can affect everyone involved, you will be able to decide more easily.
- 2. Briefly state what needs to be solved** - What is the decision that needs to be made? Who will make this decision? Does anyone have a conflict of interest?
- 3. Come up with possible solutions**
- 4. Narrow down the choices** - Spend time thinking about each possible solution. Think through each one fully, trying to come up with unexpected problems or issues. Envision the end product. Is there a way that everyone can be happy?
- 5. Advise others of your plan** - The more people who are involved with the 'vision', the more efficient it will be. Letting people have input on your plan can strengthen it.
- 6. Put your solution into action**

Consensus or Voting?

In one of your first meetings, you should decide as a committee, will you choose to make final decisions through consensus or voting?

Consensus: the process of bringing many diverse elements together. Consensus does not always mean that everyone thinks the final decision made is the best one possible, or even that they are sure it will work. What it does mean is that in coming to that decision, no one felt his/her position on the matter was misunderstood or that it was not given a proper hearing.

Consensus takes more time and skill and uses lots of resources before a decision is made, but it also creates commitment to the decision, and often facilitates creative decisions. For consensus to be a positive experience, it is best if the group has: common values, some skill in conflict resolution, commitment, and responsibility on the part of its members, and sufficient time for everyone to participate in the process.

Consensus is reached when participants can say:

- I believe that you understand my point of view and I understand yours.
- Whether or not I prefer this idea or concept, I will support it publicly because it was reached openly and fairly.
- I can live with this decision.

With consensus, people can and should work through differences and reach a mutually satisfactory position. It is possible for one person's insights or strongly held beliefs to sway a whole group. No ideas are lost; each member's input is valued as part of the solution.

A group committed to consensus may utilize other forms of decision making (individual, compromise, majority rules) when appropriate; however, a group that has adopted a consensus model will use that process for any issue that brings up a lot of emotions, or concerns people's ethics, political, morals or other areas where there is much investment.

Voting: is a democratic process by which to choose one alternative from several options.

While voting may be an easier and less time-consuming way of making decisions than consensus-building, it can sometimes leave people with hard feelings and sets up a "win or lose" scenario.

If you choose to make decisions by voting, ensure that everyone in the group has a chance to speak and give their opinion, sharing information and points of view before the votes take place. You may even ask some people on your committee to play "devil's advocate" by voicing an opinion that is contrary to what the majority expresses, just to ensure you're seeing the issue from all perspectives.

You can choose to vote by:

- show of hands
- secret ballot

A secret ballot will help to make sure that everyone is voting according to their own feelings and not being swayed by peer pressure.

If the vote is a tie, try to find a compromise that is satisfactory on both sides. If no compromise is possible, continue the debate and take a revote. If the issue receives even support on both sides, and there is no other way of resolving it, you can always flip a coin.

You must make sure that votes occur at meetings where more than half of the group members are present. If not enough members have attended that meeting, the vote should be put off until more members are available.

Once a final decision on your grant recipient(s) have been made, please contact the Community Foundation to present and receive final approval.

Section 7: Resources

Helpful Links

CFSEA

- Website: www.cfsea.ca
- YiP Page: <https://cfsea.ca/we-give/youth-in-philanthropy/>
- Facebook: <https://www.facebook.com/CommunityFoundationofSoutheasternAlberta>
- Instagram: @cfsea

Finding Local Charities

- Canada Revenue Agency: <http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>

Foundations:

- Community Foundations of Canada: www.community-fdn.ca

Youth in Philanthropy

- International Youth Foundation: www.youthactionnet.org
- Youth Grant-makers: www.youthgrantmakers.org

Celebrate “National Philanthropy Days”

National Philanthropy Day® takes place on November 15th. It began in 1986 and is an opportunity to recognize the importance of philanthropy and the contributions made by individuals dedicated to their community.

You could organize a charitable event or create your own tribute to celebrate National Philanthropy Day®. Choose a day that works for your group during the month of November and then choose an adventure!

A few ideas:

- Contact agencies of interest and ask what they are in need of, then organize a drive to contribute to this need, such as running shoes, scarves, mittens, books or cutlery
- Organize a group volunteer project
- Fundraise for your High School Philanthropy Fund
- Promote YiP and raise awareness about the program by arranging a YiP social activity
- Write a short story about how philanthropy helps communities thrive specific to Southeastern Alberta

Tell us how you celebrated National Philanthropy Day®, and we would love to share your story in our newsletters or annual report!

Youth in Philanthropy Policy Guidelines

Youth in Philanthropy (YiP) is a program designed to introduce local high school students to philanthropy and community development. The program has been in existence through other community foundations across Canada – the Winnipeg Foundation www.wpgfdnyip.org/index.php and the Vancouver Foundation www.vancouverfoundationypc.ca both have some very success programs running in their schools. The program is made up of the following components:

Youth Advisory Committees:

- Each participating group will establish a Youth in Philanthropy (YiP) Committee anytime between January and March. Committees are student led, stand alone, and extracurricular with at least one staff advisor to provide guidance and support
- Each committee will be open to all students in school who wish to participate from grade 9 – 12.
- Each committee will have an orientation led by the staff of the Community Foundation of Southeastern Alberta
- CFSEA will provide each committee with an administrative grant of \$100 to cover annual expenses related to the project. At the end of the year, committees will provide a report accounting for the use of these funds. Any unused funds must be returned by June 30th.

Grant-making:

- The Community Foundation of Southeastern Alberta will provide each participating YiP committee with a minimum of \$1,000 for grant-making. YiP grant-making criteria are:
 - Grants can only be made to registered charities
 - Projects must benefit the citizens of Southeastern Alberta
- Each YiP committee will actively participate in a grant-making process that begins with identifying community needs and assets and developing students' grant-making priorities.
- The process includes researching charities, conducting site-visits, making written grant recommendations to CFSEA representatives, and evaluating grant-making efforts

Main Contact

Now you have got all the tools! Have fun! The Community Foundation would like to thank you for being dedicated leaders in your community.

If you have any questions about the Youth in Philanthropy program, or the Community Foundation, contact:

Sydney Ratzlaff
Office and Project Coordinator
Community Foundation of Southeastern Alberta
Phone: 403-527-9038
Email: sydney@cfsea.ca