

# Shriners in Your Community Fund

*(Formally - Norval MacKay Smith Fund)*



## **Gizeh Shriners of BC & Yukon**

# Shriners in Your Community Fund (“SYCF”)

## *Policies & Procedures*

### ***Objective:***

The SYCF is to provide for “Eligible Children” residing in British Columbia and Yukon in need of part or all of the funding or acquisition costs required to purchase Durable Medical Equipment (“DME”) prescribed or specified by a physician, qualified practitioner or specialist to enhance and/or improve that Child’s quality of life. Please see and review the proved “SYCF Definition of Eligible Medical Equipment” page for specific details.

Whenever possible, all Clubs, Units or Corps are encouraged to locate eligible applicants and to assist in the application process.

### ***Definitions:***

- “Eligible Child” means a child up to age 18 (or as defined from time to time by Shriners Hospitals for Children and/or by Shriners International) accepted for care at any licensed under an enactment Hospital for Children located in North America;
- “physician” means a person authorized under an enactment to practice in North America as a medical practitioner;
- “qualified practitioner” means a person authorized under an enactment to practice in North America as a chiropractor, as dentist, a naturopathic physician or a podiatrist;
- “specialist” means a physician residing and practicing in North America and listed by the applicable College of Physicians and Surgeons as having specialist qualifications.

### ***Policies and Procedures:***

Proposals will be accepted for the SYCF for assistance providing such a request meets the above **Objective**.

- All Proposals for funding to the SYCF, are to be submitted **in writing** via email, fax or by regular mail (telephone requests will not be accepted) to:

Executive Assistant, Child Services Society (“EA-CSS”)  
Shriners of BC & Yukon  
3550 Wayburne Drive  
Burnaby, BC V5G 3K9  
Ph: 604-291-7707 x 122 Fax: 604-291-9147  
[services@bcshriners.com](mailto:services@bcshriners.com)

- SYCF written proposals should include any “co-funding” opportunities, clearly identifying their name and address plus CRA status and amount being proposed by the co-funder.
- SYCF written proposals should include recent equipment or material quotations from third-party vendors to clearly establish, in advance of any commitment, the cost expectations.
- No orders for equipment or material are to be placed until a decision has been made by the Board of Directors on that specific submitted proposal
- The EA-CSS will date plus number each SYCF proposal received. The EA-CSS will be responsible to check each and every SYCF proposal to ensure:
  - it meets the Objectives and DME;
  - is complete as to equipment or material third-part quotations;
  - if applicable, full co-funding details have been provided.
  - Copy of Doctor’s/Practitioner’s recommendation.
- Based on the new fiscal years’ approved budget forecast for SYCF projects, at the first Board of Directors meeting of the Child Services Society’s new year, the Board of Directors will establish and advise all Gizeh Clubs, Units or Corps the maximum dollar proposal cap that can be applied for under each submitted SYCF proposal. Doubling-up of SYCF proposals for the same applicant will not be considered.
- to ensure the finite (pre-approved by the Board of Directors) annual budget of SYCF is distributed as equitably as possible throughout Gizeh’s geographical jurisdiction, the Board of Directors may in any one year, or from time to time, impose geographical or financial limits on submitted projects. If or when this occurs, the EA-CSS will advise the applicant Gizeh Club, Unit or Corp.
- The EA-CSS will investigate plus conduct due diligence on each and every SYCF proposal received under the direction of the Board of Directors member assigned as the EA-CSS supervisor.
- The EA-CSS will present each and every SYCF proposal to regular Board of Directors meetings with a recommendation to approve, decline or other action.
- The Board of Directors will be the decision maker after reviewing each and every SYCF proposal submitted to them by the EA-CSS.
- The decision of the Board of Directors will be communicated to the applicant or the applicant Gizeh Club, Unit or Corp under the signature of the the Potentate or his delegate.
- A Gizeh Club, Unit or Corp may appeal the Board of Directors decision, by submitting their appeal in writing, with a copy to the EA-CSS. The Board of Directors will consider each and any appeal. The Board of Directors may or may not invite an electronic, telephone or in person representation o be made. The Board of Directors will be the final arbiter of each and any appeal.

***Process Points Following Board of Directors Approval of a SYCF Proposal:***

- Financial reimbursement or assistance payments shall be made directly to third-party vendors, not to the applicants or their families.
- In cases where financial reimbursement is to be made to other charitable bodies as a result of a co-funding agreement, appropriate receipting shall be obtained to satisfy CRA requirements for donations to other charities.
- Clubs, Units or Corps submitted SYCF proposals, once approved by the Board of Directors, are to receive maximum local publicity - Gizeh's "PR" Committee may be contacted to assist. In addition, any and all approved SYCF projects may be posted on the ***bcshriners.com*** website.
- The EA-CSS will be responsible for the administration plus maintenance of all SYCF records. The EA-CSS will liaise with Accounting Staff to keep track of about paid out to each approved SYCF proposal.

