

CATEGORY 2

Youth programs for Lambton Kent residents, run by community groups on a volunteer basis.

To be eligible to be classified as a Category 2 rental you must submit an Affidavit & Financial Statement confirming the program is open to the public, for Lambton Kent residents (youth), and run on a volunteer basis.

Documentation can be sent to: communityuseofschools@cklass.ca

What is an Affidavit?

An Affidavit is a formal sworn statement of fact, signed by the author, and witnessed by a taker of oaths, such as a notary public or commissioner of oaths.

How should the paragraphs be drafted?

The list of facts should be written in simple, complete sentences and each numbered clause should be limited to include only one or two ideas to ensure clarity.

EXAMPLE ONLY:

1. I, Jane Doe, am the Executive Director of ABC Youth Programs.
2. ABC Youth Programs is not incorporated and is not registered as a charitable organization.
3. ABC Youth Programs is coordinated and run strictly by a group of volunteers.
4. ABC Youth Programs confirms that any fees collected are used to share in the costs of insurance and equipment. (see Financial Statement attached as Exhibit 'A')
5. ABC Youth Programs is an inclusive community program, open to all Sarnia-Lambton youth.
6. ABC Youth Programs is promoted to the community through a variety of means such as community bulletins, www.abcyouthprograms.com website, and free radio public announcements.
7. ABC Youth Programs runs 'mindfulness' summer day camps, focusing on yoga & meditation to promote positive energy, reduce stress and help local youth develop healthy self-awareness.
8. ABC Youth Programs also holds information nights where guest speakers focus on topics such as meditation apps to help teens find their inner peace.
9. Attached hereto and marked as Exhibit "A" to this, my affidavit, is a copy of the financial statement for ABC Youth Programs for the school year 2020-2021.
10. I make this affidavit in good faith and for no improper purpose.

What is an exhibit? (Your financial statement)

It is a document that is attached to and incorporated into an affidavit. Usually, the exhibit is referred to in the affidavit and will serve as evidence to support the statement/s in an affidavit.

EXAMPLE ONLY:

Financial Statement				ABC Youth Programs	
				2020-2021 School Year	
REVENUE					
Registration Fees					
Week 1 – 45 camper registrations @ \$190.00 each				\$8,550.00	
Week 2 – 43 camper registrations @ \$190.00 each				\$8,170.00	
Week 3 – 45 camper registrations @ \$190.00 each				\$8,550.00	
Week 4 – 40 camper registrations @ \$190.00 each				\$7,600.00	
Sponsorship					
Gilby Zone Foundation donation				\$750.00	
DEF Foundation donation				\$1,500.00	
Other <small>(such as 50/50 draws, souvenir sales, raffles etc.)</small>					
Balance forward from 2019-2020 school year				\$157.90	
NET SALES					\$35,277.90
EXPENSES					
Advertising & Promotion				\$874.00	
Bank Charges				\$135.00	
Insurance				\$513.50	
Legal and Accounting Fees				\$210.00	
Licences and Fees (Meditation apps)				\$175.00	
Camper Sponsorship				\$190.00	
Office Expense (Printing/stamps etc.)				\$263.60	
Rent & Permit Application Fees				\$4,055.00	
Equipment (water bottles and yoga mats for campers)				\$2,249.00	
Lunches/Snacks (vegan organic lunches & fresh fruit for campers' snacks)				\$12,975.00	
Guest Speakers (3 'mindfulness' information nights)				\$750.00	
Wages/Salaries/Stipends – may need to provide further details if costs exceed 30% of revenue					
Role	# Counsellors	# Weeks	Weekly payments		
Head Camp counsellors	2	4	\$600	\$4,800.00	
Camp counsellors	4	4	\$500	\$8,000.00	
TOTAL EXPENSES					-\$35,190.00
NET INCOME (LOSS)					
Surplus will be carried forward to next school year					\$87.90