

# CATEGORY 5

Community programs run on a volunteer basis, which do not meet other categories, such as non-affiliated adult sports leagues.

**To be eligible to be classified as a Category 5 rental you must submit an Affidavit & Financial Statement confirming the program is run on a volunteer basis.**

**Documentation can be sent to: [communityuseofschools@cklass.ca](mailto: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, John Brown, am the League Convener of Lambton Basketball League.
2. Lambton Basketball League is not incorporated.
3. Lambton Basketball League is not registered as a charitable organization.
4. Lambton Basketball League is coordinated and run strictly by a group of volunteers.
5. Lambton Basketball League confirms that any fees collected are used to share in the costs of insurance and equipment. (see Financial Statement attached as Exhibit 'A')
6. Lambton Basketball League is an inclusive community program, open to anyone 18 years of age or older, in Sarnia-Lambton interested in playing recreational basketball.
7. Lambton Basketball League is promoted to the community through a variety of means such as word of mouth, the website and free radio public announcements.
8. Lambton Basketball League runs Monday and Wednesday nights from September until June, there are 8 teams, with 5 players per team.
9. Lambton Basketball League also hosts one year end tournament.
10. Attached hereto and marked as Exhibit "A" to this, my affidavit, is a copy of the financial statement for Lambton Basketball League for the school year 2020-2021.
11. 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:

<b>Financial Statement</b>		<i>Lambton Basketball League</i>
		<i>2020-2021 School Year</i>
<b>REVENUE</b>		
<b>Registration Fees</b>		
<i>40 players @ \$90.00 each</i>		<i>\$3,600.00</i>
<b>Sponsorship</b>		
<b>Other</b> <small>(such as 50/50 draws, souvenir sales, raffles etc.)</small>		
<i>Balance forward from 2019-2020 school year</i>		<i>\$34.20</i>
<b>NET SALES</b>		<b>\$3,634.20</b>
<b>EXPENSES</b>		
Advertising & Promotion		
Bank Charges		<i>\$57.64</i>
Insurance		<i>\$173.00</i>
Legal and Accounting Fees		
Licences and Fees		
Player Sponsorship		
Office Expense		
Rent & Application Fees		<i>\$2,735.67</i>
Equipment (4 game basketballs)		<i>\$120.00</i>
Trophies/Awards for year end tournament		<i>\$379.53</i>
<b>Wages/Salaries/Stipends</b> – may need to provide further details if costs exceed 30% of revenue		
<i>Year End tournament referees</i>		<i>\$120.00</i>
<b>TOTAL EXPENSES</b>		<b>-\$3,585.84</b>
<b>NET INCOME (LOSS)</b>		
<b>Surplus will be carried forward to next school year</b>		<b>\$48.36</b>