



MEMO

To: Presidents/Staff
Member Provincial Sport Organizations (including minor associations and clubs)

From: Gemma Koughan
Executive Director, Sport PEI

Date: September 2, 2011

Re: KidSport™ Procedures

First, I would like to thank all the sport organizations and their volunteers for their efforts in supporting KidSport and ensuring that all kids get to play. The demand for the program continues to increase since KidSport PEI first launched in 1997, from \$3700 in that first year to \$73,000 in 2010.

With the number of applicants and sports, we need to ensure that we are making the process as easy as possible, yet meeting the standards required by Revenue Canada for a RCAA charitable organization such as KidSport.

With that in mind, we want to provide you with a summary of our policies/processes:

- Confidentiality is vitally important. Please do not openly share names of KidSport kids with others.
- It is the responsibility of the organization to confirm the registration and participation of KidSport kids with the Fund Administrator, Terry Bernard. **No funds will be released until that step is complete.** Terry can be reached at tbernard@sportpei.pe.ca or 368-4549.
- The fiscal year for KidSport is January-December, therefore:
 - We will not accept applications from parents/guardians outside the participation year. Applications are requested to be received no later than 6 weeks from your sport's registration date.
 - **We will not provide funds to an organization which requests the payment of fees after December 31.** If a child/children has been approved by KidSport and you do not request the funds prior to December 31, it will be our expectation that your organization will waive the fees for that child/children, providing they were previously approved by KidSport.

Please share this information with your members who might be dealing with KidSport clients. Obviously, the more people are informed, the easier the system can work.

Once again, thank you for your cooperation and support.

KidSport™ PEI 902.368.4110
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Charlottetown, PE www.sportpei.pe.ca
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So **ALL** Kids
Can Play!