



PPCLI Foundation Partnership Policy

31 May 2018

Ref: PPCLI Operating Manual (Policies and Procedures)

Background

1. A key component of the Foundation's successes both nationally and locally are partnerships. These partnerships preserve the visions of PPCLI Foundations through branding, knowledge capacity and community engagement to assist the Foundation in the furtherance of the Charitable Objectives..

Purpose

2. The purpose for this Policy is to establish a Foundation policy that outlines the framework to govern partnerships with the Foundation.

Framework

3. All partnerships need to be governed by a form of partnership agreement. These agreements provide role clarity, governance and projected outcomes for the partnership. While not exhaustive, the following criteria are to be included in all partnership agreements for the Foundation:

- a. Partner Named in the Agreement
- b. Event Goals
- c. Budget including receipting process and lead
- d. Partnership Principles
- e. Roles and Responsibilities Joint then by partner organization
- f. Confidentiality Clause
- g. Amending Formula for the Agreement
- h. Dispute Resolution

4. Post Event Reporting

- a. Event budget and final financial statements are to be provided 60 days post of event to the Foundation Executive Director and Treasurer to ensure transparency and financial tracking.

- b.. After Action Reviews (AAR) and Lessons Learned are to be submitted to the Executive Director to ensure continuity and knowledge transfer.

Alberta Gaming and Liquor Commission (AGLC)

5. Under the AGLC, there are opportunities to form Societies under the Societies Act that support charitable objectives through the issuance of Gaming licenses that include Casinos. There are very prescribed rules that regulate these Societies. Given the nature of the Foundation, it was unable to apply for a Gaming license under the Societies Act.

6. Two groups of PPCLI members have each established a Society in both Calgary and Edmonton, For The Soldier Institute (FSI) and First In The Field Board (FFB) respectively. They are independent from the Foundation and are governed by their own articles and by-laws. This is a very important distinction and must be respected. However, they do share similar goals and are an important contributor for funds to the Foundation.

Process

7. Once an Agreement has been signed, a copy is requested to be provided to the Executive Director for the archives.

Conclusion

8. Partnerships are critical to the success of the Foundation and achieving its Charitable Objectives. They need to be governed by clearly defined agreements.

9. This Policy is in effect_(Date)_. Chair FRG is Policy Lead.

//Original Signed By//

Malcolm Bruce
Chair Fundraising Group
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