

TERMS OF PARTNERSHIP WITH PRO Kids

Joining the PRO Kids efforts

Partnership Terms:

PRO Kids does not offer activities or run programs. It is a service that partners with activity providers to make spaces accessible to children and youth who live in families experiencing financial hardship.

In order to become a PRO Kids partner, the activity provider must assign a pre-determined number of free registration spaces within their program to PRO Kids. These spaces are filled with children or youth referred by PRO Kids. When there is demand beyond the number of donated spaces, PRO Kids will pay for additional spaces in programs up to the number of spaces donated. For example, if a partner donates 3 spaces, PRO Kids can pay for an additional 3 spaces (if there is a demand) so that a maximum of 6 children or youth can participate. The free spaces are always used first. The partner organization must send an invoice to PRO Kids in order to receive payment for additional spaces.

When there is demand beyond the originally agreed spaces, the PRO Kids coordinator may ask the partner about extending the number of child participants at a shared cost. There is no obligation to extend beyond the initial agreement. A cap for placements can be set by the partner or by PRO Kids at any time during the placement process.

Establishing the Number of Donated Registration Spaces:

A benchmark used to establish the number of spaces that an organization may consider donating is 1% to 2% of total registrants in the program. If the partner organization is run by volunteers, there is less overhead which can mean that there may be more spaces made available. Keeping in mind that this is a community service, it is important that no organization gains a profit from the PRO Kids effort. At the same time, we expect that costs must be covered and that no organization is burdened by placements received by PRO Kids.

PRO Kids recognizes that at times, a partner organization will find it necessary to recuperate costs expended by donating spaces to PRO Kids. This can be done through special fundraisers or events. The gains made through these efforts should not exceed the value of spaces donated to PRO Kids. Promotion of such fundraising efforts should be promoted as "Supporting PRO Kids within the name of the specific program".

Security and Confidentiality:

The partner organization will assign one representative to be the contact for PRO Kids. This person is often the Registrar or Treasurer or someone who is involved with processing registration payments. Partnership terms will be confirmed in

advance of making placements on a seasonal basis. PRO Kids will release a list of names of children that are being referred to the program representative. Families are sent to register with the program provider. They will identify themselves as PRO Kids support recipients. Names are then verified through the referral list sent by PRO Kids. Once PRO Kids participants are registered in the program they (and their parents) are integrated into the program/activity with all other participants.

The identification of children participating through PRO Kids is to be kept confidential within the organization. Only the people who are involved with payments and decision making within the organization should be aware of the children referred by PRO Kids.

Funding Structure

PRO Kids is a service offered through the Recreation & Culture Division of the City of Thunder Bay. The City funds the position of PRO Kids Coordinator as well as all administration expenses. Costs associated with placing children in programs must be raised through fund raising efforts. Funds raised for PRO Kids are used directly to pay for children to access community programs. On average, PRO Kids must raise \$70,000 a year to place 1300 children in activities. A PRO Kids Fundraising Committee is in place to secure annual fundraising initiatives.

Verifying Family Financial Need

A function of PRO Kids is to ensure that the children being referred are in situations of financial need. A system of verification is in place. If a partner is uncomfortable with any of the referrals made through PRO Kids, it is important for this to be brought to the attention of the PRO Kids Coordinator for further analysis. PRO Kids wants to ensure that only children in need of the service are placed in programs.