



Requirements for Provisional Membership

To receive preliminary approval:

1. Provide the National Organization with a resolution of the local Board of Directors to embrace and operate in accordance with the Mission and Core Values of the National Organization.
2. Be governed by a duly elected Board of Directors, and have bylaws that define the criteria for eligibility for membership and the process of election, replacement and term of office of its board of directors and the requirement to record in official minutes the actions and resolutions of the board and its committees.
3. Provide a needs assessment or community consultation that identifies a strong need for children and youth services.
4. Provide a detailed program plan and be ready to operate one or more services for children and youth and, where deemed appropriate, their families, consistent with the Mission and Core Values.
5. Have a 2 year financial plan, including a draft budget.
6. Have commitments from funders for first year of operating funds.
7. Provide references from a minimum of 3 funders and stakeholders.
8. Establish a method of keeping financial records for purposes of bookkeeping, budgeting, and preparing financial statements.
9. Ensure membership and program fees are within the means of children, youth and their families and that no child or youth will be denied membership due to inability to pay.
10. Have a functional screening and selection process in place, (including mandatory criminal record checks and checks by other relevant child protection registries where applicable) to insure all volunteer and paid staff have the skills and character attributes appropriate to working with children, youth and their families.
11. Have written personnel policies pertaining to professional, support, part time and volunteer personnel.
12. Consult with National (or its delegate) about the selection of the most senior staff.
13. Pay a development fee to the Region (or National if there is no Region) to prepare to apply for Membership.
14. Conduct its operations and affairs in full accordance with applicable laws.
15. Participate in an on-site visit and give a presentation (oral or written) to the Region (or National staff, where no Region exists).

To receive final approval for Provisional Membership:

16. Be incorporated as a provincial or federal not-for-profit organization with the appropriate government department.
17. Include Boys and Girls Club in the organization's operating name, using the style "Boys and Girls Club of...".
18. Have insurance coverage consistent with its needs and legal requirements, which includes, but is not limited to, comprehensive general liability insurance to protect the organization, its staff and volunteers.