

KENORA AND LAKE OF THE WOODS REGIONAL  
COMMUNITY FOUNDATION

# VOLUNTEER HANDBOOK

BUILDING FOREVER TOGETHER



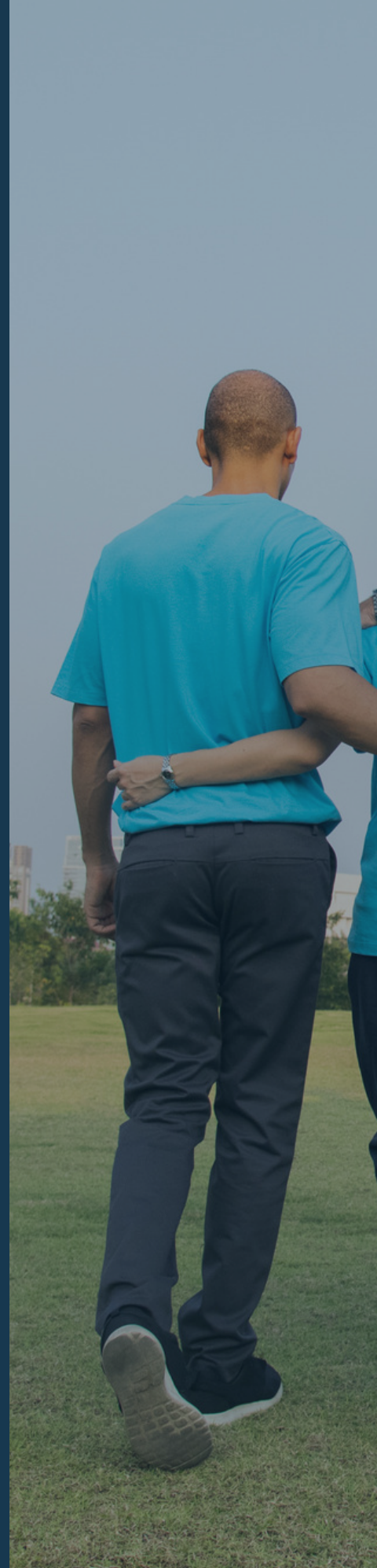
KENORA & LAKE OF THE WOODS REGIONAL

**COMMUNITY  
FOUNDATION**

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# WELCOME TO OUR TEAM

Dear Valued Volunteer,

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Welcome! Thank you for taking the time to support our Region through the Kenora and Lake of the Woods Regional Community Foundation (KLWCF). Community Foundations are built by volunteers and we appreciate your commitment and time.

With this Volunteer Package you will learn about how KLWCF came to be, the work we do in our community and about your role as a volunteer. If you have any questions please feel free to contact us at (807) 467-4427 or [info@klwcf.ca](mailto:info@klwcf.ca).

Your commitment to volunteering for the KLWCF is important to us, so please let us know if you have any special skills, talents, or ideas that you will be bringing to your role. Since social media is a big part of sharing information, we would love if you showed your support through our social media platforms! We are on Facebook, Instagram and Twitter. Please take the time to share, like and follow us for updates, upcoming events and to get our message out. You can also find information on our website at [www.klwcf.ca](http://www.klwcf.ca).

Thank you again for your support!

Kindest wishes,  
Executive Director



# KLWCF MISSION STATEMENT

The Community Foundation is dedicated to helping improve community living and quality of life for citizens and visitors to the Kenora and Lake of the Woods Region.

The Community Foundation aims to strengthen the communities in which we serve by continuously striving towards three key objectives:

ENDOWMENT  
BUILDING

BROAD AND  
EFFECTIVE  
GRANTMAKING

COMMUNITY  
LEADERSHIP

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# KLWCF VOLUNTEER MISSION STATEMENT

We will work diligently to foster relationships with our volunteers that will be lasting, supportive, positive and appreciative of time and efforts.



# ABOUT US

We have been facilitating philanthropy in the Kenora and Lake of the Woods Region since 2004, through the building of permanent endowment funds, for the benefit of the registered charities. The permanent endowments we are building will stay in the community forever. We are fortunate to distribute grants to a wide spectrum of local registered charities that provide services/advocacy/ information in the fields of:

Arts & Culture  
Health & Wellness  
Social Services  
Animal Welfare  
The Environment  
Community at Large

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## Quick Facts:

- Over \$2.4 million grants have been distributed to over 50 local registered charities
- \$4.7 million in endowed funds as of December 31st, 2017
- We have one staff member and over 100 active and energetic volunteers
- Our major charity fundraisers include, The Annual Festival of Trees, 10HR/ 10K giving challenge, and The K LWCF Golf Tournament.
- The Loonie Bear Bank on the Harbourfront was generously donated by Andrew Paterson and Family. Every loonie contributed helps to brighten, protect and improve the future of the region's children by helping provide grants to children's charities.
- We have two Youth in Philanthropy Groups: one at Beaver Brae Secondary School and the other at St. Thomas Aquinas High School

KLWCF relies on volunteers in a variety of ways to assist with events, fundraising, outreach, and other initiatives to be sustainable.

101 Park St, Kenora  
Monday - Friday  
8:30a.m. to 4:00p.m.  
(807) 467-4427  
[info@klwcf.ca](mailto:info@klwcf.ca)





# HOW TO BECOME A VOLUNTEER

If you are interested in becoming a volunteer with the Kenora and Lake of the Woods Regional Community Foundation, here is the process:

1

Complete the volunteer application form and supply two references. You must submit online through our website:  
<http://www.klwcf.ca/volunteer/>

2

Following screening, the Board of Directors will meet and determine whether a good match can be made based on the KLWCF needs and your skills, interests, and availability.

3

Once approved, an orientation meeting will take place to learn about volunteer opportunities and additional information about the Community Foundation,



# BENEFITS OF BEING A COMMUNITY FOUNDATION VOLUNTEER

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Knowing you are  
contributing to  
improving quality  
of life in your  
community

Meeting new  
people and  
making new  
friends

Professional  
development and  
work experience

Exposure to  
various work  
settings and  
learning new skills





# OUR VOLUNTEER ROLES & COMMITTEES

**Board Member:** A significant commitment is required for this role as there are monthly meetings. Board members attend events and they are also on secondary committees and assist with fundraising. If you are interested in being on the board we will provide you with that information upon request.

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**Committee Member:** We have numerous committees within the Community Foundation that you may want to consider: Marketing & Communications, Finance, Grants, Asset Development, and Festival of Trees.

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**Events:** This role is diverse and multifaceted. For example, volunteers may set up, take down, participate in awareness booths. This role is great for any level of experience or ability and is flexible in time commitment.

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**Public Awareness/ Advocacy:** This role is about getting our message and services out there in the public. It often means supporting/ participating in awareness booths, talking about the Community Foundation at appropriate times throughout your daily life and offering support via social media. This role is great for an individual who is outgoing and compassionate.





# COMMITTEES:

## Asset Development Committee:

The Asset Development Committee aims to develop and implement strategies that will increase the assets of the Community Foundation in the specific areas of: Endowed Funds, Planned Gifts, and Major Gifts. This Committee is ideal for someone with accounting, legal, and strategic/long-term planning experience and is well connected to the community.

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## Festival of Trees Committee:

Festival of Trees is our Annual Charity Fundraiser that takes place at the end of November/early December. It involves a Gala Evening and Silent Auction as well as a Community Day and Senior's Tea. This committee is great for someone who has fundraising experience, has personal and business connections within the community, and who may have event planning experience. This Committee has a stronger time commitment. Meetings take place every two weeks during September and October and every week in the month of November until the event takes place. Committee members are expected to assist in fundraising and making sponsorship asks.

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## Finance Committee:

The Finance Committee is ideal for someone that has accounting, banking/investments, business/sales background, and strategic long-range planning. Committee members assist in developing the Community Foundation's budgeting and financial planning, setting long-term financial goals and practices, etc.



# COMMITTEES:

## Grants Committee:

The Grants Committee meets several times close to grant application deadlines (Feb. 28th, May 1st, Sept. 15th) to discuss the grant applications and determine the allocation of funding based on what is available to distribute. This Committee is ideal for someone who has a strong interest in the community and who has a strong understanding of community needs. This Committee is also ideal for someone who is not currently involved with a local registered charity/ non-profit submitting a grant application.

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## Marketing & Communications Committee:

This Committee is great for someone who has marketing/ public relations experience, social media/graphic design experience, fundraising experience, content creation, etc. This Committee meets roughly 4 times a year and assists with events that take place throughout the year: 10HR/ 10k Giving Challenge, Smart & Caring Community Volunteer Award, etc.





# ETHICAL STANDARDS FOR VOLUNTEERS

The following list of standards for Community Volunteers is to serve as a guideline for ethical volunteer behaviour:

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## As a volunteer, I:

- Understand and support the mission, structure, and policies and procedures of the Community Foundation and the volunteer program
- Offer the use of my skill set or experience
- Will conduct myself in accordance with the standards of conduct and ethics of the Community Foundation
- Will complete required orientation or other training
- Will be flexible in accepting assignments, perform assigned responsibilities willingly, courteously and to be the best of my ability
- Will obey all safety procedures of the Community Foundation
- Will respect the confidentiality of any sensitive or proprietary information
- Will provide timely notification to the Community Foundation of absences or termination
- Will serve as a goodwill ambassador in the community on behalf of the Community Foundation



# ADDITIONAL POLICIES

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## Non-Discrimination Policy

The Kenora and Lake of the Woods Regional Community Foundation (KLWCF) welcomes individuals to volunteer regardless of race, colour, religion, gender, sexual orientation, national origin, age or disability.

## Sexual Harassment Policy

Unwanted verbal and physical conduct of a sexual nature by an employee, supervisor, manager, volunteer, or vendor, including sexual advances, requests for sexual favors, or other such conduct is illegal and strictly prohibited. If you are involved in or if you observe an incident of sexual harassment, please notify the Community Foundation Executive Director immediately.

## Personal Safety and Security

It is the intention of the KLWCF to safeguard its volunteers as well as to protect Community Foundation policy. Report to the Community Foundation Executive Director if you have any concerns regarding personal safety or property security.





# FREQUENTLY ASKED QUESTIONS

## What is a Community Foundation?

A non-profit organization registered as a public foundation with the Canadian Revenue Agency. Community Foundations are governed by a Board of Directors and are built through contributions from members of the community.

Community Foundations, like the Kenora and Lake of the Woods Regional Community Foundation, have a deep knowledge of local priorities and community needs. Community Foundations direct grants, expertise, leadership, and other investments to improve community living and quality of life.

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## What is an endowment fund?

In simple terms, an endowment fund is a fund that is kept in perpetuity to provide income for the benefit of a charitable cause. The principal or capital is not spent except to fulfill the intent of the donor.

Endowment income - the interest or dividends from principal or capital, or realized capital gains enables the long-term planning for grant making, financial stability, and successful functioning. Many types of endowments are offered.

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## Can I change the name of the fund I establish?

Yes. The Community Foundation can change the name of a fund following a written request to the Executive Director.



# FREQUENTLY ASKED QUESTIONS

## What is planned giving?

Planned giving is the key to major fund development for Community Foundations because it provides endowment capital. Planned giving is the act of making a charitable gift, now or at some later time that enables the donor to achieve personal philanthropic objectives, as well as tax and other financial benefits. Planned gifts come from a donor's "accumulated wealth" or assets, but can also be generated from annual income. Planned gifts include contributions of cash and securities, real estate or personal property, insurance or annuities. They can be current or outright gifts of immediate benefit to the organization; other times they are deferred gifts to be realized at a future date such as a gift by bequest.

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## What happens to the fund when there is no longer an advisor to make grant recommendations?

On the death or resignation of the last advisor, a Donor Advised Fund becomes a Designated Fund, which allows the Foundation to make grants within the fund's purpose to meet current community needs. This way, the Foundation ensures that your generous gift remains relevant to your philanthropic goals.

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## How big is your endowment now?

The Community Foundation holds \$5.2 million in endowed funds

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## Where is the money invested?

Jarislowsky Fraser Global Investment Management





# FREQUENTLY ASKED QUESTIONS

## How is the money invested and managed?

We have a very conservative portfolio, similar to a pension plan.

Responsibility for the Foundation's investment portfolio is vested in the Board of Directors with the guidance of the Finance Committee. The Finance Committee works closely with professional staff and investment advisers to recommend policy, establish performance benchmarks and monitor the performance of the portfolio.

A copy of our investment portfolio is available upon request.

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## When is your fiscal year end?

December 31st

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## How much do you spend on administration?

2.74%

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## How are your administration costs covered?

Our sources of revenue are covered from our endowment administrative fees, fundraisers (eg. our Annual Festival of Trees), The City of Kenora, The Municipality of Sioux Narrows - Nestor Falls, and our Community Leadership Partners.



# FREQUENTLY ASKED QUESTIONS

## How will my volunteer efforts be recognized?

You will be recognized in our promotional documents such as newsletters, annual reports, website, social media, newspaper articles, radio promotions, highway signs, etc.

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## Is the Kenora Community Foundation in competition with other nonprofits?

No, we are a resource for them. We hold and manage many of their endowment funds and make grants to them. We link donors with a wide range of community organizations and encourage gifts to all kinds of causes and charities. We work collaboratively with other funders and grant-makers to help serve the needs of the whole community.

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## Does the Kenora and Lake of the Woods Regional Community Foundation share donor information?

No. Donor information is kept confidential and is not shared with any outside organizations.

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## How can I get involved in the Community Foundation movement?

There are many different ways to support the Community Foundation movement. You can become a donor, volunteer your skills and services, or support an ongoing project. For more information please contact our office at (807) 467-4427.





# WHERE TO FIND US



## DONOR SERVICES

The Kenora and Lake of the Woods Regional  
Community Foundation

Office in the Gillions Insurance Building  
101 Park Street Kenora, Ontario



(807) 467-4427



[info@klwcf.ca](mailto:info@klwcf.ca)



[www.klwcf.ca](http://www.klwcf.ca)

## MAILING ADDRESS

Kenora and Lake of the Woods Regional Community  
Foundation

Kenora, Ontario

Box 441

P9N 3X4



@klwcf



@klwcf



@kenoraLOWCF



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