

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 600 - PROJECTS

#### D 600 – 1 - CANDY BOX POLICY

ADOPTED: 06/87

LAST AMENDED: 09/14

The fiscal year for the Candy Box Project shall be from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year.

#### BOXES

Only the approved boxes supplied by Civitan International shall be used in the Candy Box Project.

The Boxes shall be obtained from the District Treasurer at a fee set by Civitan International or the District Board.

Any replacement parts: lids, money trays, lock or metal clips shall be supplied by the District Treasurer. Lost, damaged or stolen boxes shall be reported forthwith to the District Candy Box Chairperson.

#### CARDS

Only the cards authorized by Civitan International for use in Canada shall be used in conjunction with the District Candy Box Project.

Cards are available through the District Treasurer at a cost set by the District Board.

#### ADVERTISING MATERIAL

The advertising material for the Candy Box Project is available through the District Treasurer at a cost set out by the District Board.

#### CANDY

Each club will supply its own high quality wrapped candy that will be used in the District Candy Box Project.

**NOTE:** The storage of the candy to keep it fresh should be in a cool dry location.

#### CLUB REPORTING

The club will remit 15% of the monthly gross receipts to the District Treasurer as noted on the monthly report.

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Monthly reports are to be forwarded to the District Treasurer to be received by the 7<sup>th</sup> day of each month, or if the remittance is a small amount, the reports are to be forwarded quarterly.

Each Club may retain 20% of the total boxes on hand as new location or replacement boxes. Any boxes not being used over the 20% must be returned to the District Candy Box Administrator District Treasurer.

### **BOX LOCATIONS**

Each Club must supply the District Candy Box Administrator District Treasurer a detailed listing of the box locations.

Changes in the box locations must be reported immediately to the District Candy Box Administrator Past Governor Director.

### **DISTRIBUTION OF CANDY BOX FUNDS**

Each Club Executive Board must be able to supply on request to the District Board through the Candy Box Administrator District Treasurer a financial report outlining the use of the net proceeds retained by the Club from the Candy Box Project. The funds must be spent in accordance with the authorized card.

### **CANDY BOX AWARDS**

1. CLUB WITH THE HIGHEST GROSS REVENUE AND REPORTS ON TIME.  
(Banner Patch)

### **SIGNING OF AGREEMENT FORM**

Any Club within Canadian District West taking part in the Candy Box Project shall sign an agreement with the District. The District Candy Box Administrator District Treasurer must provide to each Club using the boxes the approved form supplied by Civitan International.

A copy of the Candy Box Agreement is attached to this policy.

**D 600 – 2 - CANDY BOX ADMINISTRATOR/ DISTRICT TREASURER.**

**ADOPTED: 04/90                      LAST AMENDED: 09/14**  
**JOB DESCRIPTION**

The District Treasurer will fill the District Candy Box Administrator position.

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### **BOXES AND CARDS**

The District Treasurer will be responsible for ordering, distributing and receiving the candy boxes issued during his or her term of office.

He or she will stock the necessary box repair parts required and have on hand a supply of display cards. He or she will also have on hand the literature.

### **REPORTING**

The District Treasurer will keep up to date monthly records of all the Club activities within the District Candy Box Project. These records must be ready for transfer to the incoming Candy Box Administrator by October 1<sup>st</sup>.

The District Treasurer will report to Civitan International on a quarterly basis.

The District Treasurer will record all the candy box locations in the District.

### **CANDY BOX AWARDS**

The District Treasurer shall report the winning Club to the District Awards Chairperson prior to October 31<sup>st</sup>.

### **D 600 – 3 - CAKE SALES**

**ADOPTED: 06/87**

**LAST AMENDED: 02/19**

### **GENERAL**

The Cake Chair Committee shall be responsible for the sales of cakes direct to the clubs of Canadian District West as well as through Civitan Enterprises. Civitan Enterprises is established to pursue commercial sales of cake and other products where those sales will have special pricing or where those sales will be made which geographically affect all or some of the clubs.

### **INVENTORY**

The District Cake Chair Committee will control all District cake inventory and will be the sole ordering agent for cakes from Claxton Bakery. The committee will stock standard 3x1lb light and dark cakes. The slice samples as well as display stands and advertising material are by special order only on the initial cake order in September. All orders become the property and financial responsibility of the club placing the orders.

### **ORDERING CAKE FROM DISTRICT:**

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All clubs are required to advise the District Cake Chair annually of their cake requirements, special orders slices and promotional materials cake stands and advertising material for the coming cake season before the end of August.

Clubs requiring additional cake should contact the District Cake Chair before the second order is placed the first week of October.

Cake requirements after that time frame overstock or shortage should be reported to the District Cake Chair that will assist the Clubs in adjusting their sales forecast for the cake season.

### **FINANCES**

The fiscal year for the cake program shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. The cake committee shall turn over to the District Treasurer a financial report along with monies owing to the District by July 15<sup>th</sup> of each year.

### **CAKE LEVY**

A LEVY (minimum of \$0.25 per pound) to be determined by the Board annually will be charged to the Clubs and Civitan Enterprises. Such levy will be ratified at the annual meeting in September as part of the Budget.

Additional premium for the District Insurance will be taken from the Annual Cake Levy. (Cross reference 500-20)

Separate bank accounts shall be maintained for Civitan Enterprises and for club sales.

The net profits from Civitan Enterprises shall be returned to the clubs who participated in the cake program with a purchase of a minimum of 15 cases.

The enterprise rebate be split evenly among the clubs that sell fifteen or more cases of cake.

The District Board shall not draw monies from the cake accounts in excess of the amount budgeted annually without the approval of the clubs. The cake accounts shall be allowed to build a combined cash/inventory reserve in excess of budget to a maximum of \$90,000.00 in order to eliminate the need for annual borrowing.

Annual profits generated in excess of cash/inventory reserve will be turned over to the District Treasurer to be held in a special fund to be used for Civitan Awareness as per district Policy #600- 5.

### **D 600 – 4 - CAKE CHAIRPERSON**

**ADOPTED: 06/87**

**LAST AMENDED: 02/19**

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### **RESPONSIBILITIES**

Appointed by the Senior Governor under the term of office being July 1<sup>st</sup> to June 30<sup>th</sup> the following year. This timeline allows for the preparation and ordering of cake for the upcoming year.

### **ESTABLISH CAKE PRICE:**

The District Cake Chair is responsible for contacting the Claxton Bakery to obtain the wholesale price of the cake for the following season.

The District Cake Chair is responsible for estimating the U.S. /Canadian exchange rate in order to assist in establishing a cake price to the District in Canadian dollars.

The District Cake Chair will establish the cake season prices and present them to the District Board for presentation to the membership at the next Regional Convention.

### **ORDERING OF CAKE**

The District Cake Chair will receive orders from the clubs in the district and Civitan Enterprises via fax or email. (Any phone communications are to be followed up by fax or email).

The District Cake Chair will then place the order with the Claxton Bakery.

No more than TWO orders will be placed annually to the Claxton Bakery.

### **SHIPPING & DELIVERY OF CAKE:**

The normal delivery of Claxton Fruit Cake is from Claxton Georgia to the local warehouse.

The District Cake Chair will arrange with a shipper/broker to deliver cake orders at their cost to Civitan Enterprises customers and to District Clubs that choose to have their orders delivered to other than the warehouse.

### **WAREHOUSING & INVENTORY:**

The District Cake Chair will establish a warehouse facility to store the cake.

The District Cake Chair will be responsible for releasing the cake from the warehouse as orders by the clubs and Civitan Enterprises.

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The District Cake Chair will establish a fee schedule with the warehouse for the release of the cake orders.

The District Cake Chair will maintain a running inventory of the cake in the warehouse.

### **BILLING TO THE CLUBS & ENTERPRISES**

The District Cake Chair will be responsible to maintain the records and billings (freight and cake costs).

### **EXPENSES:**

The District Cake Chair will also pay the invoices for the following:

- Shipping from Claxton Georgia to warehouse
- Shipping charges for shipments from the warehouse to Civitan Enterprise customers and District Clubs.
- Brokerage Fees customs
- Warehouse processing fees
- Final Bill to the Claxton Bakery
- Mailing costs and other office expenses.

### **BANKING & ACCOUNTS SET UP:**

The District Cake Chair will set up the necessary bank accounts as per District Policy D500-7.

### **PROFIT AND REBATE CALCULATIONS:**

The Cake Chair is responsible for calculating the Civitan Enterprises profit for the year and the split of that profit between the clubs of Canadian District West according to the established formula. The chair is further responsible for paying these profit shares to the respective clubs.

The Cake Chair is responsible for calculating the Cakes Account profit for the year and together with the District Treasurer, determining the portion of that profit that is paid to the Civitan Awareness Fund and the portion that is to be rebated to the clubs. The chair is then required to issue cheques to the Canadian District West clubs for the foregoing amounts.

The Cake Chair is to provide the District Treasurer with a schedule showing the breakdown by club of the cake rebate amount. A club must order a minimum of **FIFTEEN** cases to qualify for a rebate from Civitan Enterprises.

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The net profits from Civitan Cake shall be returned to the clubs who participated in the cake program on the basis of the following established formula:

Net Profits from Civitan Cake (60% of total profit) divided by  
total pounds sold by district for the current year not including Enterprises weight  
sold

Multiplied by Total pounds ordered and paid for by the club.

### **CAKE AWARDS:**

The District Cake Chair will maintain the records of the cake sales and communicate the results to the District Awards Chair. (Cross Reference D1100 – O.H. Evans – Highest average per member. G.R. Montgomery – Greatest increase over the previous year. These awards are not applied for).

### **D 600 – 5 - CIVITAN AWARENESS FUND**

**ADOPTED: 09/91**

**LAST AMENDED: 02/19**

Funds generated by District Policy D 600 – 3 will be held by the District Treasurer in a special account to be used for Civitan Awareness. When the funds reaches fifteen thousand dollars (\$15,000.00) it will be capped with any amounts in excess of the cap be used to offset up to 50% of the Club Levy (annually) until the excess funds are exhausted.

The Civitan Awareness fund is an amount of money set aside and to be used for the benefit of Civitan in Canadian District West. The purpose of the Fund is to further the principles of Civitan within the District and is specifically designed to provide a resource for:

- 1. Promoting and advertising Civitan.**
- 2. Motivating and inspiring Civitans and Clubs.**
- 3. Providing communication channels between Clubs, District and International.**
- 4. Offsetting any deficits in the Annual District Budget or any shortfalls between cake profits and the amount required from cakes in the Annual District Budget.**

The Fund is not to be used for other charity or service work that falls under the responsibility of the individual Clubs.

The Fund is a restricted account no part of which can be used without the approval of 67% of the voting delegates at District Convention. The only exception to this would

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be a shortfall between the cake profits and the amount required from cakes in the Annual District Budget. Since the District Budget has already been approved by Club Delegates at a Convention, any shortfall will automatically be provided from this Fund to the extent that the money is available.

Revenue for the Fund will be supplied from the following sources:

1. 40% of any surplus recorded by the District Cake Program over and above the \$90,000.00 Reserve Fund and the amount required by the District Budget. The remaining 60% to be returned to the clubs which participate in the annual cake program using the established formula that is used to distribute the net profits from Civitan Enterprises. (D600-3)
2. Donations from Clubs or other sources designated specifically for the Fund.

### **DISTRICT BOARD ALLOWABLE EXPENDITURE FROM AWARENESS FUND**

The district board may spend up to the aggregate amount of \$ 1,500.00 per year from the Awareness Fund without prior approval from the membership at convention for clubs who present a detailed plan for the funds to the board and agree to file a complete financial statement outlining the approved expenditure following the event.

The Awareness Fund will reimburse the Clubs of Canadian District West for the printing of New Club Trifolds, brochures or information cards to a maximum of \$200.00 (Receipts required including HST.)



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### Civitan International Annual Candy Box Program Agreement Revised 03/12

Club Name \_\_\_\_\_ District-09-Charter Number \_\_\_\_\_

- 1. Civitan International owns and operates a money-raising project for charity (herein referred to as "the project"), has obtained approval for the use of the registered name and emblem of Civitan, has developed and promoted the project with the assistance of Civitan International, and has otherwise contributed to making the project available to Civitan clubs for fund-raising purposes.**
- 2. Any Civitan club may participate in the project. If the club operates candy boxes outside its own community, Civitan International policies, including policy 1310, will apply, with any disputes to be resolved by the District Governor.**
- 3. In the event of termination of the club's participation in the project for any reason, the District Candy Box Administrator shall be notified in order to transfer locations and supplies to other clubs or to Civitan International.**
- 4. The club agrees that it will display in standardized boxes provided only by the Civitan International Candy Box Manager. The club hereby acknowledges the standard vending box and the phrase, "Your Change Changes things", and duly registered properties of Civitan International and that any other use other than authorized by Civitan is strictly prohibited. The club acknowledges that the wording and/or layout of such cards may not be changed without the expressed prior consent of the Civitan International Candy Box Manager.**
- 5. The proceeds from the operation of the project shall be disbursed as per current District Policy.**
- 6. The club agrees that its share of funds obtained from the project shall be used only for activities dealing with or related to assisting persons with mental or physical disabilities. The club further agrees to maintain the usual and customary standardized records, so as to account for the use of the funds for the stated purpose of the project, and to handle the funds in accordance with all government regulations regarding use of charitable funds.**
- 7. This agreement expires at the end of each Civitan fiscal year, although the Foundation may extend its terms while awaiting a renewed agreement from the club. This agreement may be terminated by the club by giving sixty(60) days written notice to the Civitan International Foundation and the District Administrator, and the agreement may be terminated by the Civitan International Foundation, upon giving similar notice or whenever the club shall fail to comply with any of the provisions of the agreement.**
- 8. This agreement does not take effect until the following information is provided to the District Candy box Administrator, who will in turn advise the Civitan International Candy Box Manager of your club's participation.**

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9. Each Club must supply the District Candy Box Administrator a detailed listing of the box locations. Changes in the box locations must be reported immediately to the District Candy Box Administrator.

List of locations to be attached to this contract with the following information:

Business Name, Address, Contact and Phone Number (See chart below)

**District Candy Box Administrator:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City and Postal Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_

**Club Candy Box Chairperson:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City and Postal Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_

**LIST OF CANDY BOXES LOCATIONS**

<b>Business Name</b>	<b>Address</b>	<b>Contact</b>	<b>Phone #</b>	<b># Box</b>