

# Community Service Organization (CSO) Application

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## Policy Statement:

The City of Vaughan, Recreation Services promotes and recognizes that Community Service Organizations (CSO) provide recreational and leisure programs and services to Vaughan residents on a volunteer, not for profit basis. The department encourages these active living, social and special interest activities that enhance the well being, health and quality of life to residents and acknowledges that CSO's are our partners.

## Process:

1. Interested groups must complete and sign the application form ensuring that all required information is submitted. Incomplete applications cannot be processed. Refer to **Application Requirements** and **Notes** sections.
2. Submit completed application and all information to City of Vaughan, Recreation Services:
  - a. by **email**: RecCSO@vaughan.ca
  - b. by **mail or in person**: Recreation Services, City of Vaughan  
2141 Major Mackenzie Drive, 3rd floor, North Loft  
Vaughan, ON L6A 1T1
3. Please allow up to 6-8 weeks for processing.

## CSO Group Category:

Please select one. See policy for complete descriptions.

- |                                                                         |                                                                                                        |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Adult                                          | <input type="checkbox"/> Minor (children and youth)                                                    |
| <input type="checkbox"/> Heritage Village Fairs                         | <input type="checkbox"/> Religious Group                                                               |
| <input type="checkbox"/> General (cultural and special interest groups) | <input type="checkbox"/> Social Service Organization<br>(includes recognized Charitable Organizations) |

## Eligibility Criteria:

**Please initial on all lines.**

In order to be eligible as a CSO, groups must:

- \_\_\_\_\_ have a membership open to all City of Vaughan residents that does not exclude participation on the grounds of race, religion or political affiliation and abide by the Human Rights Code;
- \_\_\_\_\_ have a minimum of 75% residents except minor sports groups (aged 19 and under) must be comprised of 90% house-league residents;
- \_\_\_\_\_ be not-for-profit, volunteer-based and run by an elected and volunteer board of directors; and,
- \_\_\_\_\_ demonstrate that your group exists for the exclusive benefit of Vaughan residents and to enhance existing services.

Please see **Application Requirements** and **Notes** sections.

# CSO Status Application



## Organization:

\*Name of Organization:

\*Website Address:

\*Phone #: (       )

How long has this organization existed?

Mailing Address:

City:

Postal Code:

Charitable Organization #:

Not For Profit #:

\*This information may be posted on the City of Vaughan website and in the Recreation Guide and will be made available to the public on request.

## Executive Members:

Name:

Position:

Main Contact

Address:

Postal Code:

Email:

Home Phone #: (       )

Cell #: (       )

Name:

Position:

Address:

Postal Code:

Email:

Home Phone #: (       )

Cell #: (       )

Name:

Position:

Address:

Postal Code:

Email:

Home Phone #: (       )

Cell #: (       )

Name:

Position:

Address:

Postal Code:

Email:

Home Phone #: (       )

Cell #: (       )

## Organization Statement of Purpose/Written Constitution & By-Laws:

## Description of Activities:

## Reason for CSO Status Request:

## Membership/Registration Fee:

## Participation & Leadership Numbers:

| Participation:         | Last Year | Current Year | Next Year Proposed | Administration: | Last Year | Current Year | Next Year Proposed |
|------------------------|-----------|--------------|--------------------|-----------------|-----------|--------------|--------------------|
| Preschool (0-5 years): |           |              |                    | Administration: |           |              |                    |
| Children (6-12 years): |           |              |                    | Program:        |           |              |                    |
| Youth (13-17 years):   |           |              |                    | Other:          |           |              |                    |
| Adult (18 years+):     |           |              |                    |                 |           |              |                    |
| <b>Total:</b>          |           |              |                    | <b>Total:</b>   |           |              |                    |

## Other Information:

What are the principle purposes for CSO status for your group?

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May we contact you to recruit volunteers from your membership for City Events and/or community fairs?

Yes

No

## Required Attachments:

- Current year's financial statement       Next years proposed budget       Minutes from last AGM
- Current membership list with full addresses, postal codes and birth dates for youth members
- Proof of Not for Profit / Charitable Organization status

## Notes:

- Groups applying for CSO status intending to offer a similar or duplicate service to an existing one will not be approved if the existing group is not in agreement and can meet the overall demand for the service.
- Given that new groups have the potential of reducing the number of hours available to existing users, new user groups will only be considered in cases where a program provides a service to previously underserved segments of the population or where a new program is being introduced that is not available through existing organizations.
- Groups requiring additional inventory / time for new initiatives or increases in membership must receive approval for supplementary inventory / times prior to the development of the program. Waitlists must be taken by groups wishing to expand their membership.
- Minor (children and youth) CSO's offering sport programs with representative teams must be affiliated with a regional or provincial sports body.
- CSO's (excluding Social Service Organizations) are required to file their application requirements annually with the City of Vaughan, Recreation Services Department.
- The department does not recognize an affiliation between a youth group and an adult group. A youth group and an adult group can develop a working policy or agreement, provided the adult group has its own budget and executive, books all facilities necessary for its operation directly with the department and pays the applicable community adult rate.
- Recognized Social Service Organizations include all Registered Charitable Organizations (e.g. Canadian Cancer Society, Red Cross Society, etc.) and will be granted CSO status after they provide a letter on letterhead stating the purpose of their request and the benefit they provide to Vaughan residents.
- Contact and website information can be posted on the City of Vaughan website and Recreation Guide for heritage village fairs, minor and adult sports groups.
- Facility rental contracts will be granted in a fair, equitable, transparent and consistent manner based on the priority schedule as defined on the Facility Allocation Policy and in accordance with Council Approved User Fee Policy rates.
- The City of Vaughan reserves the right to request additional information at any time, act as a liaison for the group, be present at Annual General Meetings for minor sports and allocate facilities or services in kind according to the Facility Allocation Policy.

## CSO Application Requirements:

Where applicable, copies of the documents noted in the chart must accompany your CSO application.

| CSO Application Requirements                           | Adult Group | Heritage Village Fair | General | Minor Children & Youth | Religious Group | *Social Service Organization |
|--------------------------------------------------------|-------------|-----------------------|---------|------------------------|-----------------|------------------------------|
| AGM Minutes                                            | D           | M                     | M       | M                      | D               | M                            |
| Code of Conduct                                        | D           | D                     | D       | D                      | D               | D                            |
| Dispute Resolution Process                             | D           | D                     | D       | D                      | D               | D                            |
| Executive Officers                                     | M           | M                     | M       | M                      | M               | M                            |
| Financial Statements                                   | M           | M                     | M       | M                      | M               | M                            |
| Insurance                                              | M           | M                     | M       | M                      | M               | M                            |
| Membership/Players List                                | M           | N/A                   | M       | M                      | M               | N/A                          |
| Memberships/Registration Fees                          | M           | N/A                   | M       | M                      | M               | N/A                          |
| Not-For-Profit/Registered Charity Number Verification  | M           | M                     | M       | M                      | M               | M                            |
| Proposed Budget                                        | M           | M                     | M       | M                      | M               | M                            |
| Purpose of CSO Status                                  | M           | M                     | M       | M                      | M               | M                            |
| Regional or Provincial Sport Body Affiliation**        | N/A         | N/A                   | N/A     | M                      | N/A             | N/A                          |
| Residency Requirement                                  | 75%         | N/A                   | 75%     | 75% & 90% HL           | 75%             | N/A                          |
| Season Schedules                                       | M           | N/A                   | N/A     | M                      | N/A             | N/A                          |
| Social Service Agency Verification                     | N/A         | N/A                   | N/A     | N/A                    | N/A             | M                            |
| Written Constitution & By-Laws or Statement of Purpose | M           | M                     | M       | M                      | M               | M                            |

**M** = Mandatory;                      **D** = Desireable;                      **HL** = House League;                      **N/A** = Not Applicable

\* includes recognized charitable organizations

\*\* minor (children and youth) CSOs offering sports programs with representative teams must be affiliated with a regional or provincial sport body

I, \_\_\_\_\_ **Contact Person** \_\_\_\_\_, acting as the \_\_\_\_\_ **Position** \_\_\_\_\_

of the \_\_\_\_\_ **Name of Organization** \_\_\_\_\_ read, understand and agree to comply with the application requirements. I agree that if approved as a CSO, failure to comply with this policy or any other City policy or procedure including terms and conditions as noted on the application form and rental contract may result in loss of CSO status.

This Community Service Organization Application may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. Personal information is collected under the legal authority of the Municipal Act, 2001, S.O. 2001 c.25, as amended. This information will be used by the City of Vaughan for the purpose of administering the CSO program and will become a part of the Recreation Department's files, where applicable. Questions regarding this collection may be directed to the Director of Recreation Services, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905.832.8500. Contact and website information may be posted on the City of Vaughan website and in the Recreation Guide and will be made available to the public on request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_