

Policies

USE OF THE COLLEGE'S NAME or LOGO BY REGULATED MEMBERS

The use of the official logo, emblem or insignia of the College of Alberta Professional Forest Technologists is restricted to that of the College and its business. Regulated members (as defined within the College Bylaws) only permitted for the following purposes:

- a) College's name and logo, emblem or insignia may appear on a member's business cards when it is used to display the member's active involvement with the College. The College's name, logo, emblem or insignia is not to be used as means by which to sanction or endorse the activities or business of that particular member.
- b) College's name and logo, emblem, or insignia may appear on a member's business advertising only when it is used to display the member's active involvement with the College.

Failure to comply with the contents of this policy or bylaws of the College will result in unprofessional conduct complaint and review by the Complaints Director.

MAIL IN BALLOT PROCEDURE

If a mail-in ballot is required, the following procedure will be used:

Responsibility

- 1) As per CAPFT Bylaws, Article 6 Meetings, Section 6.06 Voting B, the Communications Committee Director will be responsible for the balloting process. If the Communication Committee Director cannot perform this duty, an elected member of council will be appointed by the Council to take place for the time of the Ballot period.

Ballot Package

- 2) The ballot package is to contain at minimum: a notice clearly outlining the subject of the vote and voting procedure, a ballot, ballot envelope, and outer mailing envelope.

Voting Procedure

- 3) The ballot package must be mailed a minimum of three (3) weeks prior to the voting deadline.
- 4) RPFT's in good standing will be required to seal the properly completed (as instructed) ballot in the ballot envelope and insert in the outer envelope. The outer envelope is to be mailed to the address indicated either in the instructions or as pre-printed on the envelope.
- 5) Outer envelopes are to be date stamped as they are received. Outer envelopes may be accepted until midnight of the deadline as determined by the postmark.

Ballot Handling

- 6) Upon receipt of the outer envelope and after it is date stamped, the Registrar is to deposit it, or cause it to be deposited, into a locked ballot box.
- 7) The ballot box is to be constructed of a durable material and equipped with a lock and key. It is to be constructed such that envelopes can be deposited into the box but not be removed from the box

unless the box is unlocked. The Communications Committee Director shall keep the key for the ballot box while the box is locked.

- 8) The ballot box is to be constructed of a durable material and equipped with a lock and key. It is to be constructed so that envelopes can be deposited into the box but not be removed from the box unless the box is unlocked. The Registrar shall keep the key for the ballot box while the box is locked.

Counting Procedure

- 9) Within 5 working days of the ballot receipt deadline, the Communications Committee Director, and one other CAPFT Council member plus an independent non-CAPFT member (appointed by the CAPFT Council) will meet to count the ballots. These three persons will serve as the Scrutineers Committee.
- 10) These three scrutineers shall:
 - Open the outer envelope and extract the ballot envelope and then destroy all the outer envelopes. Open the ballot envelope, extract the ballot, and then destroy all the ballot envelopes.
 - Count the votes.
 - Maintain such records as are necessary to ensure that all ballots have been properly cast and counted.
 - Of the ballots returned 2/3 of the returned ballots are required in favour for a decision.
- 11) The scrutineers will not accept:
 - Any outer envelopes that are postmarked, or can be determined to be postmarked, after midnight of the deadline date.
 - An envelope (which is not a ballot envelope) contained in the outer envelope that purports to contain a ballot; all such ballot containing envelopes are to be destroyed without being opened.
 - Any ballots that are not marked as instructed; will be considered spoiled and will not be counted.
- 12) The scrutineers will prepare a signed statement containing the election results and certifying they are correct. The Registrar will forward this statement to the President. Once certified by the scrutineers, the results are considered final and binding.

Secrecy

- 13) The results of the vote are to remain a secret until the President announces the results.

Announcement of Results

- 14) The President is to announce the results of the vote in a special newsletter supplement, or equally widespread medium available to the majority of the membership, no later than six (6) weeks after they receive the voting results.
- 15) After thirty days (30) following the announcement of the voting results, the Registrar shall destroy the ballots, tally sheets and other voting records related to that vote.

FINANCIAL POLICY (Revised February 2012)

This financial policy was originally adopted at the 1993 Annual General Meeting (March 13, 1993) of the Alberta Forest Technologists Association, and subsequently revised by the AFTA Executive in 1994, and again by the CAPFT Council in July 2002 and in February 2012. This policy will be in effect unless otherwise amended by the College Council.

Investments

The College Council will grant the Finance Committee the ability to invest the monies of the College in GIC's, or an alternate insured low risk investment that guarantees the principle, with advice from qualified investment professionals. The Finance Committee will receive written approval from at least one other Executive Council Officer before investment.

Approval of Expenditures

All expenditures will be set in accordance with the budget approval at the College's Annual General Meeting.

Where it becomes necessary for the College Council to make a decision regarding the additional expenditures of funds because of timeliness, the decision of the Council will be placed before the membership at the next regularly scheduled Annual General Meeting on the financial report.

All purchases are to be properly itemized and include the necessary documentation and be kept as part of the financial records of the College.

Signing Authority

The President, Vice President, Finance Director and College Registrar shall be the signing officers of the College. All cheques or Bills of Exchange shall be signed by two (2) signing officers. The signatories must recognize their responsibility for the timely distribution of same.

Financial Agreement Prohibited

No member or elected representative of the College may lend, borrow or enter into a financial agreement with the College.

Disposal of Financial Records

College Financial Records shall be kept for a ten (10) year period. Records are to be submitted to the Annual General Meeting for disposal.

REFUND POLICY OF THE COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS (Revised February 2012):

The following dues and fees are non-refundable:

- Regulated Membership dues
- Associate Membership dues
- Student Membership dues
- Non-Practicing Membership dues

- Application for Membership fees
 - The application for membership fees will be applied to the first year's membership dues upon acceptance on the regulated register.
- Reinstatement fees
- Late Payment Penalty fess
- Professional Examination fees
- Academic Assessment fees
- Recovery of costs for replacement items
 - Regulated members requesting a replacement practice permit, certificate of registration or professional seal will be required to pay the actual cost incurred for the replacement item, plus a fee of \$20.00 per requested replacement item for postage and handling

The following fees are refundable with written notice received in the offices of the College of Alberta Professional Forest Technologists at least ten business days prior to the starting date of the event. (In each case a \$20 administration fee will be assessed):

- Professional Development Workshops
- Technical Sessions
- Any CCP opportunities that the College takes registration for
- CAPFT Annual General Meeting
- Any other session that the College may put on

NEWSLETTER PUBLICATION

The publication of the "ForTech" newsletter is the responsibility of the Registrar under the direction of the Council. The "ForTech" Newsletter is the official newsletter/information release of the CAPFT.

The "ForTech" Newsletter is published three times per fiscal year; the publication dates are as follows:

- a) Summer Edition - June 01
- b) Fall Edition - October 01
- c) Annual General Meeting Preparation Edition

The submission deadlines for these publication dates are as follows:

- a) Summer Edition - May 01
- b) Fall Edition - September 01
- c) Annual General Meeting Preparation Edition - February 15

All local submissions for the "ForTech" Newsletter are to be sent to the CAPFT office by the deadline date and then reviewed by council.

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NEWSLETTER DISTRIBUTION AND NON-MEMBER FEES

The publication and distribution of the College of Alberta Professional Forest Technologists' regular newsletter entitled "ForTech" is under the authority of the College of Alberta Professional Forest Technologists.

The distribution of the newsletter is a regular service to all active members, associate members, honorary members and student members at no additional fee above the normal annual membership fee.

Distribution to non-members (e.g. Out-of Province Forest Technologists) will be provided through E-mail at no charge. If e-mail is not available, then a non-membership annual fee of \$10.00 (ten dollars) will be payable to the College of Alberta Professional Forest Technologists.

Regular edition distribution at no charge will be provided to the following agencies for the purpose of information exchange and positive Association relations:

- College of Alberta Professional Foresters
- The Canadian Institute of Forestry: Rocky Mountain Section
- The Alberta Forest Products Association
- The Association of Professional Engineers, Geologists and Geophysicists of Alberta
- Alberta Institute of Agrologists
- Association of the Chemical Profession in Alberta
- Alberta Society of Professional Biologists
- Association of BC Forest Professionals
- Association of Saskatchewan Forestry Professionals
- Canadian Association of Petroleum Producers
- Alberta Corporate Human Resources
- Association of Science and Engineering Technology Professionals of Alberta

CAPFT WEBSITE JOB POSTINGS June 18, 2012

Purpose of this Policy

The purpose of this policy is to set into place a formalized policy for the applicable fees and services associated with posting job advertisements on the CAPFT website.

Definitions

Job Posting – an advertisement for employment opportunities provided by the client to CAPFT with instruction to promote the advertisement.

The Client – Active customers of CAPFT.

Policy Authority CAPFT Registrar

“The College of Alberta Professional Forest Technologists will promote the professional management of all forested land in the Province of Alberta”

UPDATED APRIL 18, 2016

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Policy Statement

All job advertisements received by CAPFT from clients with instruction to be promoted by CAPFT will be done so at a fee of three hundred (\$300.00) dollars per advertisement. Services provided for this fee are promotion of the advertisement on the CAPFT website and distribution of the advertisement to the CAPFT membership. The advertisement will remain in place until the application deadline associated with the advertisement has passed.

Related Policies, Bylaws and Regulations

Article 2 of CAPFT Bylaws; Objectives of CAPFT

PART-TIME/SEASONAL/SEMI-RETIRED MEMBERSHIP STATUS June 18, 2012

Purpose of this Policy

The purpose of this policy is to define part-time, seasonal, or semi-retired membership status.

The college has recognized the importance of accommodating members who work part-time, seasonally or are semi-retired.

Intent

The intent of this policy is to provide clear direction to members on the notification process, continuing competence requirements, membership status and annual dues and practice permit requirements of their membership with the college while maintaining part-time, seasonal or semi-retired employment status.

Definitions

Part-time/ Seasonal/ Semi-retired

Part-time, seasonal or semi-retired practice is defined as accumulated practice for no greater than 6 (six) months less 1 (one) day in a reporting year. Members will be able to maintain their annual practice permit for the duration of time in this capacity without having to re-write the professional exam.

Non-Practicing

Non-Practicing Members must not be engaged in any full-time or part-time employment associated with the practice of forestry as defined in the Regulated Forestry Professional Act, or deriving any income or remuneration from the practice of forestry during the non-practicing period.

Practice of Forestry

Any services provided as defined in the Regulated Forestry Professional Act, or deriving any income or remuneration from the practice of forestry.

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Policy Statement

A member or professional who is practicing forestry on a part-time, seasonal, or semi-retired employment schedule will remain on the Part-time/Seasonal/Semi-retired Register until such time that the member either retires fully, desists in the practice of forestry, or becomes full time as defined by the College.

Members must submit an annual summary of continuing competency activities, apply for the annual practice permit and ensure that contact information is kept up to date. Members are expected to abide by the Code of Ethics, Code of Conduct and the College Bylaws and Policies.

Requirements

Notification

Members must notify the college in writing of any change in employment status prior to the commencement of change or, where not achievable, notification must be provided as soon as possible.

As this is a planned event, the college requests a written summary of employment that occurred during the reporting period (to verify the length of employment) be attached to the annual practice permit application.

Dues

Membership dues for a Part-time/ Seasonal/ Semi-Retired member will be 50% cost of regular active member dues.

Continuing Competency Requirements

Members working seasonally, part-time or who are semi-retired are encouraged to keep current with their profession. CC requirements will be 50% of the required annual totals where the total employment period is no greater than 6 (six) months less 1 (one) day. Any employment total greater than the indicated maximum requires full CC requirements. The college recognizes that situations may arise when individual circumstances will need to be reviewed by the Registrar and Competency Director.

Policy Authority

CAPFT Registrar

Related Policies, Bylaws and Regulations

Referenced for information

Continuing Competency Program Manual:

Extended Leave from Practice for Maternity/Paternity/Medical Leave Competency Procedure

Regulated Forestry Profession Act

Registered Professional Forest Technologists Regulations

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College of Alberta Professional Forest Technologists Bylaws

3.01

3.02

MEMBERSHIP FEE REDUCTION WHILE ATTENDING A POST SECONDARY INSTITUTION

Purpose of this Policy

Members have requested a discount in membership fees when they have enrolled in a post secondary institution. The college is supportive of the continuing education of our members and understands the financial hardship to attain a Forestry degree.

Policy Statement

College members will receive a prorated membership fee while attending a recognized post secondary institution to pursue their studies in any Forestry related degree program. Generally members will only be available to practice Forestry for a three to four month period. The annual membership fee will be reduced to \$125.00. The discount would be available to only those members who are enrolled as fulltime students.

In order to qualify for this discount:

- The applicant must be a fully registered member in good standing (RPFT).
- The applicant must apply prior to attending, and provide evidence to the registrar that they are registered.

Applicability / Scope

The scope of this policy would be RPFT who attends a post secondary institution in the Forestry Program.

Policy Authority

The college registrar may approve a prorated fee providing a request is submitted, and evidence provided by the applicant that they are attending a post secondary institution as a full time student.

Related Policy

References for more information
Act
Regulation
Bylaws

Note: *As an added benefit if members maintain their right to practice while attending University, their experience will count towards becoming a full RPF.*

This DRAFT Process Policy has been designed:

- to provide a means to confirm that members wishing to resign/retire are not under Mandatory Registration (MR) as per section 40(1) of the Regulated Forestry Profession Act (RFPA)
- to define a process for MR review as per Bylaw 3.04
- to define a process to facilitate the register change
- provide a clear format for members to request and confirm resignation
- to define how information on register changes as a result of retirements/resignations is publicized
- to protect the public

RESIGNATION FROM THE COLLEGE OF ALBERTA PROFESSIONAL FOREST TECHNOLOGISTS

1. A Regulated member wishing to resign/retire from the College of Alberta Professional Forest Technologists (the College) must provide:
 - a) written request of resignation to the Registrar
 - b) proof satisfactory to the Registrar that they are not subject to Mandatory Registration (MR) under Section 40(1) of the Regulated Forestry Profession Act (RFPA)
 - c) signed documentation (**resignation form**) to substantiate they are not under Mandatory Registration
2. On receipt of written request to resign, the Registrar will conduct a review which may include:
 - a) address
 - b) employment information
 - c) current job description, duties and role to confirm that the member is not practicing forestry as defined under mandatory registration in the RFPA
 - d) review with Membership Director/Committee
3. Changes to the Register will be applied subject to the Registrars review, a member will either
 - a) remain on the regulated Register
 - b) resign/retire from the regulated Register
4. The Registrar will provide Register changes as public information
 - a) on the College Webpage
 - b) in the Annual Report
 - c) in the College Newsletter

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5. Members who fail to comply with Mandatory Registration will be subject to Section 41 of the RFPA
6. The member will return their stamp and certificate to the College.
7. The resigning member must provide and maintain updated contact information to the College for a minimum of 2 years following the date of resignation.

References:

Regulated Forestry Profession Act

- Part 1, Section 1(1)(u)
- Part 2, Section 28(1)
- Part 2, Section 40(1), (2), and (3)
- Part 2, Section 41(1), (2), and (3)
- Part 7, Section 97
- Part 7, Section 98

Registered Professional Forest Technologists Regulation

- Part 1, Division 7, Section 15
- Part 2, Section 16
- Part 2, Section 17
- Part 2, Section 18(1)

CAPFT Bylaws

- 3.04
- 3.08.4

Approved by Council July 15th, 2015

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Resignation Form

This form serves to provide confirmation that _____, is not under Mandatory Registration
(*member's name, print*)
to maintain Regulated membership with the College of Alberta Professional Forest Technologists under the Regulated Forestry Profession Act (RFPA).

I, _____, declare that I
(*print*)

a) am not practicing Forestry in the Province of Alberta as defined by the RFPA *Yes* *No*
Please Explain if No:

b) am not subject to Mandatory Registration under Section 40 of the RFPA *Yes* *No*
Please Explain if No:

c) do not intend to resume the Practice of Forestry in the Province of Alberta in the future *Yes* *No*
Please Explain if No:

d) understand that I am not eligible :

a. For professional signoff *Yes* *No*

b. To use protected professional titles *Yes* *No*

Please Explain if No:

e) will reapply for regulated membership prior to resuming the Practice of Forestry in Alberta *Yes* *No*
Please Explain if No:

Signature:

Reference Information:

(*Last Name*)

(*First Name*)

(*Professional Designation*) (*Professional Organization*)

(*Registration Number*)

(*Telephone*)

(*Ext*)

(*Cell*)

(*Email*)

COUNSELORS, OFFICERS, AND COMMITTEE EXPENSE & REIMBURSEMENT GUIDELINES

1) Expense Guidelines:

- a) Only budgeted expenses incurred by Counselors members, officers, and committee chairs, and approved committee meetings will be reimbursed unless prior approval is obtained from the President or Council.
- b) Expenses shall be submitted to the CAPFT Office on the expense request form with all appropriate receipts attached.
- c) Expenses shall be submitted within 30 days from date of activity. Reimbursement of expenses shall be within 30 days of receipt of expense form.
- d) CAPFT will reimburse normal expenses incurred during the conduct of business including:
 - i) lodging,
 - ii) meals,
 - iii) transportation,
 - iv) meeting expenses,
 - v) postage and shipping.
- e) Prior approval must be obtained for all non-budgeted activities even though they fall under one of the above categories.
- f) Members are encouraged to economize whenever possible. However, CAPFT values the volunteer services of its members and does not expect them to suffer financial or other hardships during the conduct of business.

2) Guideline Philosophy:

Given the breadth of its activities, CAPFT's Counselors has adopted a set of broad-ranging guidelines for this area of its operations. The following are underlying premises of the policy:

- a) Volunteer service is voluntary, given freely without the expectation of financial reward.
- b) Many CAPFT Counselors and Committee members represent government agencies and companies that have arranged to expense travel and lodging. This practice has helped significantly defray CAPFT's travel expenses. Additionally, Counselors members should be encouraged to car-pool wherever possible. These practices of reducing CAPFT's expenses should be continued and encouraged.
- c) Expenses incurred doing business shall be reimbursed so long as they are *reasonable*, within an approved budget and verified with the receipt or appropriate documentation.
- d) Expenses that are *unreasonable* include but are not limited to:
 - i) First or business class air travel
 - ii) Car rental when the use of shuttle service or taxi would suffice, unless required and pre-approved
 - iii) Hotel suites
 - iv) Gifts and other mementos, unless pre-approved
 - v) Gifts to conference speakers and guests that have not been pre-approved
 - vi) Food and beverage other than meals

"The College of Alberta Professional Forest Technologists will promote the professional management of all forested land in the Province of Alberta"

- vii) Alcohol
- e) All CAPFT officers are responsible for complying with this policy
- f) Any CAPFT officers submitting expenses that are not in compliance with this policy risk delayed, partial, or forfeited reimbursement

3) Definitions:

- a) Reimbursement repays outlays incurred doing CAPFT's business, usually in the form of travel, lodging, etc.
- b) Awards recognize service and may take the form of:
 - i) Complimentary registrations (regional meetings, annual conference);
 - ii) Complimentary lodging and meals;
 - iii) Vouchers for the cost of registration at future meetings;
 - iv) Gifts (such as cash, plaques or mementos).

4) Officers, Counselors, and Committees

Travel, lodging and other expenses associated with CAPFT's business are reimbursed, including:

- a) Expenses associated with attending Counselors meetings.
- b) Expenses associated with representing CAPFT on official business.
- c) Expenses associated with Annual Conferences are not reimbursed, except:
 - i) As CAPFT business and travel arrangement necessitates an extra night's lodging and meals.
 - ii) The Chairman receives complimentary room, meals, travel and conference registration.
 - iii) Conference Chair, as a College representative, receives complimentary room and registration.
 - iv) Selected Conference committee members or key volunteers (where extraordinary) may receive complimentary registration.

5) CAPFT's policy for reimbursement of expenses incurred by speakers at either the Annual General Meetings or Regional Workshops will be at the discretion of the CAPFT President or Council.

6) Committee Chairs have a duty to include travel and other expenses in committee budgets, subject to approval by CAPFT's Council.

7) Discretion in applying these guidelines is given to Officers, Committee and Conference Chairs and others with responsibility of performing service for CAPFT. However, any deviations must be compatible with the ideals listed above. Doubts regarding application of these guidelines should be discussed with the President and may be subject to approval by Council.

8) Lodging guidelines

- a) Accommodation should be selected on the basis of reasonable and practical location and cost.
- b) Accommodation will be for standard rooms only.
- c) Whenever feasible, lodging arrangements shall be made through or upon the recommendation of the CAPFT Office. However, it is up to the individual to pay for the room and then seek reimbursement from CAPFT.

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- d) Members are encouraged to use medium priced hotels such as Holiday Inn Express, Best Western, Comfort or Days Inn, etc. Please request the use of corporate or other special rates (gov't rates, if applicable) when making reservations or booking into hotels or motels.
- e) Only the night stay before the event and any nights stay during the event will be covered, unless otherwise approved. If the opening event is late in the afternoon or early evening, members are encouraged to be *reasonable* with respect to their travel arrangements to the event.
- f) One phone call during an overnight stay to residence or business will be reimbursed.
- g) For groups, the office may coordinate lodging, meals, etc.
- h) When a CAPFT representative or Counselor chooses to stay with family, friends, or other relatives the representative will be reimbursed \$35.00 for each night. This allowance is intended to allow for suitable recognition for the host. No receipt is required.

9) Airline expense guidelines

- a) Air travel is not an approved form of intra-provincial form of transportation. However, in exceptional circumstances it will be considered providing it has the prior approval of the CAPFT President.
- b) Air travel will be considered for inter-provincial travel. However, it will require the prior approval of the CAPFT President.
- c) Whenever feasible, air travel arrangement shall be made with the advice of or through the CAPFT Office or a recommended travel agent.
- d) Booking of reservations should be at least 3 to 4 weeks in advance of flight dates. This will ensure that reasonable, discounted airfare is provided.
- e) Request the least expensive fare.
- f) Request fare with restrictions/cancellations, compare cost of restrictions/cancellations fare and choose most economical.
- g) CAPFT does not pay for cancellation insurance except in cases where there may be extenuating circumstances. In such a case, approval of the CAPFT Chairman will be required for any charges associated with cancellation insurance.

10) Meals

- a) CAPFT will reimburse meal expenses of Counselors, Officers, and Committee members during attendance at functions such as regional meetings, Counselors meetings, and committee meetings.
- b) Meal expenses should be reasonable and will be reimbursed with the submission of receipts. Where there are no receipts, the maximum allowable per diem will be at AB government rates (Current rates: \$9.20 breakfast, \$11.60 lunch, and \$20.75 supper (June 2012)).
- c) Annual meeting meals are excluded unless otherwise stated.

11) Automobile expenses

- a) Use of private automobiles for business shall be reimbursed in accordance with approved mileage guidelines, not to exceed price of a discounted airfare, booked at least 3 to 4 weeks in advance, unless prior approval is granted.

- b) The current approved mileage reimbursement shall be at the current Alberta Gov't Rate of \$0.505 per kilometer (June 2012).
- c) The CAPFT Counselors has approved the President's discretion, regarding the above mileage rate, because of the extraordinary fluctuation of gas or fuel prices.
- d) Car rental approval must be obtained prior to travel. Additional vehicle insurance is not necessary and will not be reimbursed by CAPFT.

SPONSORSHIP AND DONATION POLICY

April 18, 2016

1) Sponsorship and Donation Guidelines:

The CAPFT is committed to positively contributing to the quality of Alberta's forests, the forestry profession in Alberta, sustainable forestry initiatives, forestry communities and organizations that support them.

CAPFT Council and employees are equally committed to forestry communities and the forestry profession in Alberta. Our people are encouraged to participate in non-profit and charitable organizations through volunteerism in their communities.

CAPFT sponsorship and donations guidelines:

- a. The financial commitment to sponsorship, donation, and employee matching programs is established annually through the business plan and annual budget approval process.
- b. All sponsorships and donations must be approved by the CAPFT Council.
- c. In reviewing sponsorship or donation opportunities, CAPFT shall consider the business benefits and profile of including its name, logo and financial contribution, in the project or program. The onus is on the asking party to consider a more extensive CAPFT profile sponsorship or donation.
- d. Sponsorships should support goals and guidelines within CAPFTs Strategic Plan.

2) Eligibility:

As it is not possible to support all worthwhile organizations, causes or initiatives, CAPFT will support organizations and associations that promote and enhance the quality of the profession and forests in Alberta.

All requests for sponsorship or donation will undergo a review by CAPFT to determine if the organization requesting assistance aligns with CAPFT values.

3) Donations:

The following rules will apply to all donations:

- a. The organization should be forestry or allied education programming focused, student or staff-run (at school or post-secondary level) or not-for-profit status. Priority is given to local and regional projects but national projects may be considered.
- b. The organization must be in sound financial condition or able to demonstrate that it has an effective plan to so achieve.

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c. A maximum of \$250 will be set for all donations.

4) Limitations and Exclusions:

Donations will not be made in support of the following:

- Individual members of CAPFT,
- Directly to forest companies of Alberta,
- Religious organizations,
- Third party fundraisers,
- Political parties
- Registered Charities

Updated April 18, 2016