

Directive 3.3.1 Disaster Response Framework

The Disaster Response Framework of the Archdiocese of Grouard-McLennan brings clarity and consistency to how the parishes and chancery of the Archdiocese respond to requests from in and outside of the Archdiocese for donations, especially monetary ones, to assist areas struck by widespread disasters, e.g. tornadoes, floods, fires.

- Disaster in the Archdiocese

Upon instruction from the Archbishop or Vicar General, the Chancery Finance Section will accept money donations for disaster relief. The Archbishop or Vicar General will identify the ultimate destination of the collected funds. The Finance Section will issue the charitable receipt for donations directed to the Chancery office.

The Finance Section will provide written instructions to parishes for accepting donations and issuing charitable receipts (see Appendix 1).

The Finance Section will forward all donations to the selected charitable/relief organization.

- Disaster in Canada

The Archbishop or Vicar General will review any requests from an affected diocese and decide about providing support to collect donations.

Upon instruction from the Archbishop or Vicar General, the Chancery Finance Section will accept money donations for disaster relief. The Finance Section will issue the charitable receipt for donations directed to the Chancery.

Parishes will be given written instructions from the Finance Section for accepting donations (see Appendix 1).

The Finance Section will forward all donations to the affected diocese (or follow that bishop's instructions for forwarding the collection to another recipient.)

- Disaster outside of Canada

Upon instruction from the Archbishop or Vicar General, the Chancery Finance Section will accept money donations for disaster relief. The Finance Section will issue the charitable receipt for donations directed to the Chancery.

Parishes will be given written instructions from the Finance Section for accepting donations (see Appendix 1).

Development & Peace – Caritas Canada will most often be the initiator and the recipient of donations made in the Archdiocese for disasters outside of Canada.

- Deadlines for collecting and distributing donations

Parishes shall hold the authorized collection as instructed by the Finance Section. Parishes shall forward the collected monies **as instructed** or, if no specific instructions are given, within four

weeks of the last collection date. Parishes will use a cheque to forward the monies and will note on the cheque the name of or reason for the collection.

The Finance Section of the Archdiocese is responsible for ensuring that the collected funds are forwarded to the selected charitable organization within one month of the last parish collection date or by the stipulated deadline, if one is provided by the receiving organization.

Parishes shall not distribute any of the collected funds but shall forward them to the Finance Section of the Archdiocese.

Donations made directly to individuals will not be eligible for a charitable donation receipt.

Promulgated by the Council of Priests on 26 March 2019

Appendix 1 Sample Instructions to Parishes for Disaster Response Collections

To Parish Priests and/or Parish Administration:

The Archbishop has permitted a special collection for [NAME OF COLLECTION RECIPIENT: e.g Wildfires in Ft. McMurray; earthquake in Haiti; tsunami in Indonesia].

The collection is to be taken up in the parishes, quasi-parishes and missions of the Archdiocese of Grouard-McLennan at Sunday Mass on [DATES FOR COLLECTION].

The final date for accepting donations is [FINAL DATE FOR COLLECTION]. Your parish may accept donations, in the prepared envelope, at Sunday Masses and any other appropriate time until this final date.

Your parish is responsible for:

- **providing envelopes** for this collection, as only those donors who use envelopes may receive a charitable receipt for the amount given. This is to ensure there is supporting documentation for the charitable receipts. The envelopes must have the name of the collection and spaces for the donor's name, address, parish envelope number (for those who use them), and amount of the gift.
- **issuing the charitable receipts** to donors, either at the time of the collection or by including the gift in the donor's annual receipt.

Please forward the total collection, in the form of a parish cheque made out to the Archdiocese of Grouard-McLennan, to the Chancery address: 10301 102 Street, Grande Prairie AB T8V2W2, no later than [DEADLINE FOR SUBMITTING COLLECTION AMOUNT]. Please put the name of the collection in the memo line of the cheque.

Thank you for your cooperation. Following these instructions will ensure that all donations are properly acknowledged and make it to the intended recipients.