

Sponsoring Body Approval Form

Alberta Approved Farmers' Market Program

The Sponsoring Organization agrees to perform the duties and responsibilities of a Sponsoring Organization of an approved farmers' market as set out by Alberta Agriculture and Forestry in the Alberta Approved Farmers' Market Program Guidelines.

Farmers' Market Sponsor Role

Market sponsors are not-for-profit community organizations committed to the development and long term success of an approved farmers' market in their community. The farmers' market is a **committee** of the sponsoring organization. All activities and financial transactions must be reported in the sponsor's books according to the legislation that applies to the sponsor. Sponsors are **actively** involved in providing direction to the overall operation of the market. This includes but is not limited to:

- providing a board member to be the liaison between the farmers' market advisory committee and the sponsor's board of directors;
- overseeing the operation of the approved farmers' market;
- helping establish the rules and processes of the approved farmers' market, ensuring vendors have meaningful input into the formulation of the operating rules and processes;
- the recruitment, selection, performance review and discipline of the market manager;
- determining and/or advising on the remuneration of the market manager;
- encouraging and financially supporting yearly educational opportunities for the market manager so as to further his/her professional development;
- encouraging vendor participation on the market executive;
- ensuring records required by the Program to keep the market in good standing are maintained and submitted;
- ensuring accurate financial records are maintained in accordance with the sponsor's required financial reporting;
- ensuring the approved farmers' market adheres to all legislation and regulations and;
- ensuring the approved farmers' market is either insured or indemnified against liability.

The sponsor is ultimately responsible and accountable for the activities of the approved farmers' market.

I have read and understand the requirement of a sponsoring organization and agree to abide by those requirements.

The Sponsoring Organization agrees to continue sponsorship of the _____
Market name

Farmers' Market for the _____ market year.
Upcoming Year

Sponsoring Organization:

Organization Name:
Mailing Address (including postal code):
President's Name:
President's Phone Number:
Email Address:

Certification

The person signing this form is the president of or an authorized representative of the Sponsoring Organization.

I certify that the information given on this form is, to the best of my knowledge, true and complete.

First and last name (print)

Position/title

Signature

Date

Notice of Collection:

The personal information on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used for the purpose of administering the Alberta Approved Farmers' Market Program. If you have any questions about the collection, use or disclosure of your personal information, please contact the Farmers' Market Specialist, Alberta Agriculture and Forestry at 4701 – 52 St, Box 24, Vermilion AB T9X 1J9 or telephone: 780-853-8223 or fax: 780-853-4776.