**Charity Permit – Record Keeping Log Charts**

The charity permit log charts are designed to assist the charity permit holder with the record-keeping and reporting processes. Charity permit holders must keep records of the activities conducted under their charity permit as required by section 82(4) of the *Migratory Birds Regulations, 2022*.

A separate ***Log Chart for Preserved Migratory Birds and Murres*** should be completed and signed for each new donator. Information requested in the ***Log Chart for Fundraising Event Revenue, Expenditures and Profit*** must only be recorded by permit holders who are organizing fundraising events.

The permit holder may wish to use their own forms for record keeping purposes. However, permit holders must submit a copy of the log chart(s) below to the issuing CWS regional office, for reporting purposes, within thirty (30) days after the permit expiry date.

|  |  |
| --- | --- |
| **Permit number:**  | **Permit validity:**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_yyyy/mm/dd **to** yyyy/mm/dd |
| **Duration of the event/activity:**Start Date End Date \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_yyyy/mm/dd **to** yyyy/mm/dd |
| **Report submission deadline:**\_\_\_\_\_\_\_\_\_\_yyyy/mm/dd |
| **Date until which records must be kept:**\_\_\_\_\_\_\_\_\_\_yyyy/mm/dd |

**Log Chart for Preserved Migratory Game Birds and Murres**

|  |  |
| --- | --- |
| **Charity permit holder name:**  | **Charity permit number:**  |
| **Donator (Full Legal Name):**  | **Donator phone number:**  |
| **Donator mailing address:**  | **Donator email address:**  |
| **Location(s)** where the charity permit holder accepted the birds:  |
| **Date(s)** when then charity permit holder accepted the birds (yyyy/mm/dd):  |
| **Total number** of preserved birds received:  |
| **Summary of Preserved Birds Received**  |
| Species name | Number of birds | Permit number and type or Section 35 of the *Constitution Act, 1982* Indigenous hunting rights by which the owner harvested the birds | Type of preservation (frozen, made into sausage, cooked, dried, canned, smoked, etc.) |
|   |   |   |   |
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|   |   |   |   |
|   |   |   |   |

I hereby confirm that all information contained on this record sheet is accurate to the best of my knowledge.

|  |  |
| --- | --- |
| **Donator signature**:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (sign with dark ink) | (yyyy/mm/dd) |
| **Charity permit holder signature:**­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (sign with dark ink) | (yyyy/mm/dd) |

**Log Chart for Fundraising Event Expenditures, Revenue and Profit**

|  |  |
| --- | --- |
| **Charity permit holder name:**  | **Charity permit number:**  |
| **Fundraising event name:**   | **Duration of the event (yyyy/mm/dd to yyyy/mm/dd):**  |
| **Financial Record Summary for Fundraising Event** |
| 1. **Fundraising Event Expenditures**
 |
| Item Name  | Item Description | Expenditure ($) |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Total Expenditure ($):  |   |
| **B. Fundraising Event Revenue** |
| Item Name | Item Description | Revenue ($) |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Total Revenue ($):  |   |
| Total Profit ($):  |   |
| **C. Fundraising Event Profit Use** |
| Item Name | Description of Profit Use | Amount ($) |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Total ($):  |   |

I hereby confirm that all information contained on this record sheet is accurate to the best of my knowledge.

|  |  |
| --- | --- |
| **Charity permit holder signature:**­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (sign with dark ink) | (yyyy/mm/dd) |