

## Guarantor Letter Guidelines

Please ensure that your letter in support of the applicant's AIMG Program application contains all the following:

- Date the letter was prepared
- Applicant's name
- Applicant's address
- Applicant's relationship to the organization i.e. member, volunteer, parent, participant
- Description of
  - the activity/activities; dates for each
  - the frequency of participation
- Start date of activity/activities
- End date of activity/activities
- Street address where the activity took place
- Organization's website address and logo
- Alberta Government act under which the organization operates i.e. Societies Act, Business Corporations Act, School Act, Municipal Government Act, Religious Societies Land Act, etc.
- Daytime phone number of the guarantor. (Must be available for contact by the AIMG Program (June 7 – July 31, 2019).
- Original signature of the guarantor
- Printed on organization's letterhead, including mailing address and full official name of the organization