

	POLICY & PROCEDURE	Ver. 1.0 Supersedes - New
	Fundraising	Effective Date: August 30, 2017 Ratified Date: August 30, 2017

Purpose:

To provide guidelines for fundraising and sponsorship activities and administering of these funds, in accordance with Penetanguishene Minor Hockey Association (PMHA).

Policy:

All teams may raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team as a whole. When raising funds, members are reminded to that they are representing PMHA and the activities must project a positive image of the Association.

It is the responsibility of the PMHA Board to ensure that this policy is understood, followed, adhered to and enforced and for all PMHA Staff to follow this procedure.

Team budgets must be submitted to the Sponsorship/Fundraising Chairperson by November 1st. All fundraising activities must be discussed and approved by the majority at a team parent meeting. All fundraising activities must receive written approval from the Sponsorship/Fundraising Chairperson prior to starting any fundraising activities. All monetary transactions related to fundraising are to be documented in accordance with basic accounting principles and are subject to review by team parents and/or PMHA board.

Definition(s):

Association: Penetanguishene Minor Hockey Association (PMHA)

Board: Duly appointed members of Penetanguishene Minor Hockey Association

Fundraising: A local activity that is a collaborative effort among parents, players, staff and the Board to raise funds to enhance the hockey program and support team initiatives. Fundraising activities may include sponsorships and donations.

Participants: Any person directly or indirectly involved in an approved activity in the capacity of a competitor, observer, athlete, coach, assistant coach, practice volunteer, trainer, manager, parent, official, spectator, employee, committee member, association member or any other person present or involved in the activity.

Staff: Board members, team managers, head and assistant coaches etc.

Procedure

- A written fund-raising proposal must be submitted in advance to the Sponsorship / Fundraising Chairperson who represents the PMHA Board. Should the Board consider that a proposal is not in keeping with the mission of the organization, that it duplicates other fund-raising efforts, or that if for some other reason is inappropriate, the proposal may be sent back to the team or division to revise or alter.
- Approved activities must meet the following criteria:
 - i. Provide immediate and direct support to a specific activity or project.
 - ii. Funds cannot be used for an individual; it must be for the benefit of the team, division or organization;
 - iii. The fund raisers will cover the fundraising and event expenses.
- All promotional materials associated with the fundraiser must be submitted and approved in at least fourteen (14) days advance of the start of the fundraiser or event by the Sponsorship/Fundraising Chairperson.
- A full accounting of each fundraising event is required to be submitted to the Sponsorship/Fundraising Chairperson, using standard accounting principles, within fourteen (14) days of holding or substantially completing the fundraising event.
- 20 % of the funds will be given to PMHA to cover administrative costs and support the association.

Approved Activities and Expenditures:

- Teams may fundraise for the following purposes :
 - Tournament registration fees
 - Travel expenses (including team buses)
 - Hotel expenses for recognized coaching staff who are not parents of a player on the team
 - Team meals
 - Referee expenses
 - Coach/trainer supplies
 - Trainers (i.e. strength and conditioning programs)
 - Team camps
 - Additional ice time
 - Equipment , team apparel, equipment bags
 - End of Season Celebration
 - Any other items that are within the mission of PMHA.

Note: Teams wishing to raise funds for anything not listed must receive permission from the Sponsorship/Fundraising Chairperson.

- Activities that are within PMHA image include:
 - Car wash
 - Bottle drive
 - Coat check
 - Garage sales
 - Auction
 - Craft sales

- Raffle
- Team banner

Note: Design for team banners must be submitted and approved by the Sponsorship/Fundraising Chairperson prior to having any banner printed. Recognition for the team sponsor must be clearly represented on the banner, at no additional monetary cost to the team sponsor. Any other establishments noted on the banner will be recognized as “supporters” only.

- Direct public support can be requested for activities such as car washes, candy sales, bake sales, etc. provided that they are done in “good taste” and have been previously approved by the Sponsorship / Fundraising chairperson.

Prohibited Activities:

- Teams are not permitted to raise funds through raffles, bingo, gambling or other games of chance.
- Breweries, wineries, distilleries or tobacco companies shall not sponsor any team.
- Establishments that have adult entertainment as their primary business are not to sponsor any team.
- 50/50 draws are prohibited.
- Alcoholic beverages are not permitted as prizes.
- Monies raised through fundraising cannot be dispersed to parents, either in the form of money or gift cards.
- No racist, sexist, or in other way offensive material is to be printed on T-shirts, posters, or other promotional materials associated with the organization which may attract criticism or diminish the reputation of PMHA or its divisions in any way.
- Teams or divisions have no authority to enter into contracts or take action which could place an obligation upon PMHA.

Note: PMHA, as an association, actively participates in sponsorship and fundraising for the betterment of the whole association. Teams are not permitted to engage in fundraising activities that are in direct conflict with an association fundraiser. In addition, PMHA secures major “corporate” sponsorships, teams are not to approach any businesses or establishments that have sponsored the association. All current sponsors are listed on the PMHA website and can be confirmed via the Sponsorship and Fundraising Chairperson.

Direct public support can be requested for activities such as car washes, candy sales, bake sales etc., provided that they are done in “good taste” and have been previously approved by the Sponsorship /Fundraising Chairperson.

Compliance:

- Any team found to be non-compliant with this policy, in part or in whole, will be penalized.
- Penalties will be issued at the discretion of the PMHA Board and may include, but limited to:
 - Requiring cessation of the fundraising activity
 - Requiring a change to the fundraising activity (i.e. reprinting of a support banner)
- Loss of “association” fundraising proceeds, if applicable (i.e. loss of share of proceeds from bottle drive, lottery fundraiser etc.)

- Loss of “Tournament” funds – PMHA provides each team with a \$300 tournament subsidy each season. In the event of non-compliance with this fundraising policy, this \$300 subsidy may not be provided.

PMHA FUNDRAISING APPROVAL APPLICATION



This completed form and all necessary documentation **must be submitted at least fourteen (14) days before a fundraiser or event.**

Event Details:

Please describe the fundraiser or event:

What is the activity directly related to this activity? Please describe the intent of this fundraiser:

Please list the anticipated budget. If required on a separate spreadsheet list all anticipated expenses, income and profit and include it with this form; an event cannot be approved without this information.

Event Information:

What additional licenses, taxes and liability insurance will be needed? Please attach any documentation.

Will this event include an auction? Yes/No (circle one) If yes, attach a separate spreadsheet listing all auction items, fair market value of items and the names of the donor for each item.

Street Address: _____
City, _____
Province, _____
Contact Phone: (____) _____

Fundraising Number: _____

Fundraising Manager: _____

Name of Event: _____

Event Date: _____

Venue: _____

I understand that I have no authority to enter PMHA into any position of contractual liability or payment.

Fundraising Manager Signature: _____ **Date:** _____

PHMA USE ONLY:

Authorized Signature: _____ **Date:** _____