



## **FCNW Fundraising Policy – August 2011**

This policy provides guidance with respect to fundraising activities conducted by teams, members, representatives or groups within FC Northwest.

### **Policy**

Any fundraising or sponsorship activity conducted by teams, members, representatives or groups of FCNW must be approved by the Board of Directors prior to the commencement of that fundraising activity. A submission shall be made in writing by the members or representatives citing the details of the activity. Failure to adhere to this policy may result in disciplinary sanction including, but not limited to, suspensions.

### **Procedure**

- Complete 'Proposed Fundraising Event' application and attach any other relevant documents. (ie: permits, applications etc)
- Submit the proposal to the Fundraising Committee at least 4 weeks prior to the proposed commencement date of the activity.
- Official response will be provided within 2 weeks of submission.
- Upon completion of the activity submit a written report to the Fundraising Committee.

All submissions shall be reviewed by FCNWFundraising Committee in consultation with members of the Board of Directors. Submissions must meet the Fundraising Policy Criteria listed below to gain approval.

### **Criteria**

- Where required, proper permits must be obtained and copies included in the submission to the Fundraising Committee
- The activity must not bring the club into disrepute.
- The use of the FCNW name, shield or logo is not permitted without the consent of the Board of Directors (ie: unauthorized use of logo on raffle tickets, signage etc)
- Team officials, parents, players and members must take full responsibility for any activity and any consequences thereof.
- All funds must be collected into a bank account at Cambrian Credit Union held in the name of the group or team (ie: FCNW Morais 1999 Girls) with 2 signatures. One signature representing your team and the other a member of the Board of Directors.

**Recommendations:**

1. Develop a measurable goal or objective with clear expectations.
2. Establish a budget for the activity to which the proceeds of the fundraising will apply.
3. Obtain agreement on the budget and the fundraising activity from the participants well in advance of the planned activity.
4. All participants must be in agreement to the proposal prior to submission.
5. Evaluate the proposed activity against the policy criteria listed above.

FC Northwest has established the following procedures and guidelines so all participating parties are clear on their role and responsibilities. If you have additional questions regarding fundraisers, please contact:

Margie Reis, FCNW Treasurer: [treasurer@fcnorthwest.com](mailto:treasurer@fcnorthwest.com)

**Proposed Fundraising Event**

Team Name and Age Group:

\_\_\_\_\_

Date of Event:

\_\_\_\_\_

Location:

\_\_\_\_\_

Purpose of Event:

\_\_\_\_\_

Detailed Event Description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Event Organizers**

**Primary Contact:**

Name:

\_\_\_\_\_

Team Name/Age

Group: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone:

(\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Secondary Contact:**

Name: \_\_\_\_\_

Team \_\_\_\_\_ Name/Age

Group: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone:

(\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_