

Team Fundraising

This policy has been approved by the Board of Directors to guide fundraising activities for individual teams raising funds as a representative of the Grande Prairie Gymnastic Society. It recognizes that parents and athletes will often undertake fundraising to support a variety of team requirements or activities that are outside of the planned yearly events. While fundraising in support of additional team events are a useful strategy for parents and athletes, this policy must be followed to guide this fundraising. This policy is intended to help avoid any unwanted situations for the Organization or the families involved.

Team Bank Account Policy

- 1) All teams with separate budgets shall only have one bank account and that bank account shall be at the Alberta Treasury Branch in Grande Prairie, AB. All account names shall include Grande Prairie Gymnastics Society.
- 2) Such Team Bank Account shall be opened by GPGS and shall represent the same team each year (i.e T & T, WAG, Cheer)
- 3) The signing officers of each account shall include the Board Executive of GPGS. All expenses must be approved by the GPGS board's treasurer.
- 4) All team receipts and disbursements shall be recorded by the team and submitted to the GPGS.
- 5) All deposits shall be supported by appropriate documentation including:
 - a) List of Cheques received
 - b) List of amounts cash received and from whom
 - c) Purpose of Receipt
- 6) All team disbursements shall be supported by appropriate documentation including:
 - a) The payee (full name, phone number and address)
 - b) The ultimate recipient
 - c) The original receipt or invoice
 - d) The true purpose
 - e) Approval by the Team Fundraising Coordinator
- 7) All team receipts shall be deposited intact to the Team Bank Account. To clarify, there shall be no cash disbursements from undeposited cash
- 8) Surpluses remaining in the bank account shall be transferred to the:
 - a) GPGS Equipment Fund
 - b) Remain with the team for the following season
 - c) Other as approved by the GPGS Executive

The board will decide on final allocation based on request and recommendations from the team.

- 9) All team activities must be completed and paid for prior to July 31st of each year.

Team Fundraising Policy

- 1) Each team may apply to complete two fundraising initiatives per season (August 1st to July 31st)
- 2) Each event proposal must be submitted to the board for approval and submissions must include a full budget and plan for the use of proceeds.
- 3) Fundraising will be considered team initiative and proceeds will benefit the entirety of the team. There will be no individual fundraising efforts.

Purposes of Fundraising

Team Fundraising is meant to support events and opportunities that are **outside of the regular expectations** laid out at the beginning of the season. All fundraising efforts must be done to reach a team goal which can include any of the following:

- To cover the costs to host an event such as a camp or a competition;

- Club arranged team training camps that are not within the annual plan laid out at the beginning of the season;
- Team travel to an approved competition;
- Team travel and related expenses for a competition that is not within the approved program expectations laid out at the beginning of the season;
- Purchase or provision by donation of team clothing such as team jackets (in addition to the gear required by each program), practice uniforms for the team, water bottles, supporter items such as t-shirts for fans, special equipment, or other approved items. PLEASE NOTE: Any sponsor donated items must be pre-approved to ensure the item and sponsor logo are appropriate.

As an organization, we value and appreciate that the cost to travel from Grande Prairie does add up and can become cumbersome. We try to offset these costs with our Rotary Partnership lotteries which in turn subsidizes competitive fees. Separate to the above approved fundraising efforts, each competitive team can apply to complete two fundraising events throughout the season to help raise funds to offset some of the travel costs for pre-planned competitions. These events must follow the same process as laid out in this policy.

Corporate Sponsorship

Corporate Sponsorship is an opportunity for Fundraising Committees to seek donations from businesses. Corporate sponsorship will be permitted only where it has been endorsed by The Grande Prairie Gymnastic Society Board of Directors. In our best effort to ensure local businesses are not approached from multiple Grande Prairie Gymnastics teams, all corporate sponsorship plans must be submitted to the Board of Directors Fundraising Coordinator or it's designate for approval prior to approaching any businesses.

Corporate sponsorship cannot be identified on any required competitive team clothing.

Forms of Fundraising

Teams may use a variety of fundraising methods. Examples could be, but are not limited to bottle drives, donations from businesses (will be accepted but not solicited), sale of baked goods, etc. The Board of Directors or its designate may require teams to vary their proposed fundraising program where it conflicts with other club policies, club fundraising, or where there is a conflict with another team's fundraising program.