



St. John's Minor Hockey Association

REQUEST FOR
APPROVAL OF
FUNDRAISING PROJECT

To be completed by the Administrator

Executive Approval Required: Yes ☐ No ☐

Submitted: ____ / ____ / ____

All requests for fundraising must be submitted to the Administrator for review. Upon completion of this review, the Administrator will determine if the approval of the Executive is required. If the fundraising project involves raising money in excess of \$1,000, or if the fundraising project involves requests of support from parents or the community at large, or if the request requires a Lottery License, then the approval of the Executive is required. Otherwise if the fundraising project involves raising funds less than \$1,000 from within the team, family members or rink, the Administrator will determine if the fundraising project will be approved or denied.

All requests for the approval of fundraising projects are to be submitted to the Administrator for review at least one week prior to a regularly scheduled Board meeting in order that it may be added to the meeting's agenda if necessary. Routine approvals by the Administrator may take up to 1 week before approval is granted or denied.

Team proposing to undertake the fundraising project:

Person responsible for fundraising project:

Identify any 3rd party suppliers that will be used by the fundraising project:

The fundraising project will begin on ____ / ____ / ____ and
end on ____ / ____ / ____.

Estimated gross proceeds from the fundraising
project:

Estimated expenses incurred during the
fundraising project:

Estimated net revenue to be realized from the
fundraising project:

Please describe in detail the fundraising project you intend to undertake:

Please describe in detail how the money raised by the fundraising project will be used:

The Fundraising project, as described above, ☐ is approved, ☐ is not approved.

Comments:

Administrator: _____

Fundraising Project Reconciliation

Upon completion of the fundraising project, the person responsible for the project must submit a financial reconciliation for the project. This reconciliation must be submitted to the Administrator within ten (10) days of the end of the project. If the project was approved by the Executive, this reconciliation must be submitted for review at the next regularly scheduled Board meeting.

Proposed date that the fundraising project was to commence: ____ / ____ / ____

Actual date that the fundraising project commenced: ____ / ____ / ____

Proposed date that the fundraising project was to complete: ____ / ____ / ____

Actual date that the fundraising project was completed: ____ / ____ / ____

Gross proceeds realized:

List of expenses (provide details):

_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses:

Net Proceeds from fundraising project:

Completed by:
