



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: FUNDRAISING

POLICY #: 8700

Created: July 6, 2018	Last updated: August 7, 2018	Approved: February 17, 2019
-----------------------	------------------------------	-----------------------------

Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the standards and practices that the Fort Saskatchewan Ringette Association (FSRA) follows in regards to fundraising activities.

2.0 Scope

This policy applies to the executive board of the FSRA. It covers all fundraising activities at every phase including planning, execution, and the spending of proceeds.

3.0 Terms

Alberta Gaming and Liquor Commission (AGLC) – A Provincial Government organization that is responsible for the regulation of alcoholic beverages and gambling within Alberta. It administers licenses for any non-profit organization (NPO) that wishes to engage in gambling activities such as bingo, casinos, raffles and pull-tickets.

Donor/Sponsor – An individual, company, or organization that contributes funds to the FSRA or one of its teams as the result of fundraising activities.

Bank Accounts – An account in a banking institution into which proceeds from fundraising activities are deposited. They can be specific to the FSRA team, designated AGLC casino accounts, or a general Fort Saskatchewan Minor Sports Association (FSMSA) account.

4.0 Policy

- 4.1 The FSRA or any of its individual teams may engage in any fundraising activity to offset operational costs and maintain lower fees, provided it is in adherence to this policy, the FSRA Code of Conduct, and is in no way unlawful. All proceeds and receipts for expenses from the event must be reported to the FSMSA Office via the MSA Representative.



FORT SASKATCHEWAN RINGETTE ASSOCIATION

- 4.2 If the FSRA or one of its teams wishes to raise money using a form of legalized gambling (bingo, charity casino, pull-tickets, or raffles), the FSRA or that team must register for the appropriate license from the AGLC, abide by their rules and regulations, and submit required AGLC financial reports. Receipts must be retained for audit purposes. The FSMSA Office shall be informed of all AGLC licence applications and approvals.
- 4.3 If the FSRA or its team is unable to spend the monies received from the legalized gambling activity within the time limits outlined by the AGLC, or if the FSRA disbands from the FSMSA, all funds will be dispersed as per AGLC regulations. These funds will not be included in the general accounts of the FSMSA.
- 4.4 The FSRA and all of its teams must inform all sponsors and/or donors how their contributions will be used. If a donor places restrictions on the donation, those restrictions will be honored as long as the restrictions are detailed in writing, and do not conflict with the FSRA's policies.
- 4.5 Upon request, the FSRA shall provide an official receipt for the donation stating the date and the amount of the contribution, along with any official Canada Revenue NPO information required.
- 4.6 After each event, all proceeds must be deposited into the appropriate bank account. An accurate record of the event including expenses and proceeds must be reported to the FSMSA Office either directly or via the MSA Representative.
- 4.7 Funds can only be used for the purpose of supporting FSRA activities, such as rental fees of a venue or facility, purchasing equipment and uniforms, and transportation to away games and tournaments. No portion of the fundraising proceeds may be distributed to any individual.