



KCKC FUNDRAISING POLICY AND GUIDELINES 2023

Kamloops Canoe & Kayak Club (“KCKC”) recognizes that involvement in the sport of canoe / kayak can present significant costs in the form of club and race expenses. KCKC endeavors to keep costs down to make paddling accessible and affordable to all. To do this, KCKC pursues various sponsorship and fundraising opportunities to generate revenue to offset costs. The club defines fundraising as any effort that is undertaken to raise funds for KCKC events or items through any means that are not normal club programming fees, membership fees or grants.

Purpose

The purpose of the KCKC Fundraising Policy and Guidelines is to ensure that KCKC athletes, staff, and parents understand the Club’s fundraising policies and authorized activities. KCKC is recognized as a non profit organization. To protect this nonprofit status this policy serves to clarify when the KCKC name may be associated with fundraisers and how funds raised will be used.

Fundraising Types

Club Fundraisers

Club Fundraisers serve to offset the costs of things that are needed but fall outside the annual budgets, for example, buying or repairing new equipment or assisting in a cost (a new building, repairs, a special event, etc.). These fundraisers are run from time to time by club volunteers, are endorsed by the Board of Directors and aim to benefit as many paddlers as possible. It is expected that all competitive athletes will do their best to participate fully in Club Fundraisers.

Athlete Fundraisers

Athlete Fundraisers provide an opportunity for individual athletes to organize and raise funds to help offset their costs associated with clothing, travel, club or race fees. These fundraisers are pre approved by the Board and all funds raised are divided equally amongst the athletes who participate. The Athlete Fund applies to registered competitive team members U10 to JR/SR.

Fundraiser Approval Process

- 1) Submit your idea to the Board in writing, we would love to hear! Include the who, what, when, where and why. Any format will do. Every fundraiser needs someone in charge, and if a youth is applying, the support of a parent who agrees to be present and responsible for the event, is required. The Board will assess your idea and respond with

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- 2) endorsement for the fundraiser or a reason why your vision is not supported at this time. The board takes into account the proximity to other fundraisers, the training calendar, club commitments and the KCKC Strategic plan when determining what fundraisers to support. Generally, the board welcomes and encourages all fundraisers.
- 3) Run the fundraiser! Remember, organization is key to success. Advertise using social media, KCKC newsletter, the media, friends, family and neighbors, or any other avenues you can think of. Remember you are representing KCKC and your conduct should reflect KCKC values. Inclusivity is mandatory - every club member is welcome to participate in any fundraiser.
- 4) Collect any funds raised and deliver all funds immediately to the KCKC Treasurer, along with a list of who participated.

Funds Raised

Club fundraisers

All money collected will be delivered to the Treasurer who will maintain records of the amount collected and when the time comes, pay the funds to the predetermined initiative or item the fundraiser was intended for.

For example: We need a new boathouse. A parent organizes a silent auction and requests in his original proposal to the board that 50% of the proceeds go to a new building fund, and 50% of the proceeds go to coach travel expenses for the year. Immediately following the fundraiser, the funds are delivered to the treasurer who maintains records and allots half towards the building fund, and half towards coaches travel expenses for the year.

Athlete Fundraisers

All funds raised and a list of who participated in the fundraiser must be delivered to the KCKC treasurer who then divides the amount equally between the athletes who participated. Each athlete participating in the fundraiser is entitled to one equal part of the money raised toward their Athlete Fund. The treasurer will maintain records of each club member's individual Athlete Fund. The Athlete Fund spreadsheet is available within the Parent Information drive and is where athletes can view their balances. The KCKC treasurer will update the Athlete Funds following each fundraiser. The Athlete Fund applies to registered competitive team members U10 to JR/SR.

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For Athlete Fundraisers, the athlete or one of their family members must participate in the fundraiser to be eligible for the money raised in a 1:1 ratio. In other words, one family member may work at a fundraiser on behalf of one child.

For example: An athlete submits her plan to the Board - she wants to organize a bottle drive to help her get to the Ted Houk Regatta and has the support of her dad. She gets the go-ahead and plans the bottle drive. On the day of the fundraiser a different athlete wants to go but has a commitment, so his mom decides to participate both to help the club and preserve her son's eligibility to a part of the proceeds (one family member working for one athlete -if a family has two athletes, two family members would be needed). At the end of the bottle drive all the money and a list of who participated is given to the treasurer who divides the proceeds equally into the Athlete Funds. Parents or Athletes later log into the Family Shared drive to access the Athlete Fund spreadsheet and see the results of their hard work and how much money they have in their Athlete Fund to apply towards a later event.

Using Your Athlete Fund

All funds are applied directly to race, clothing or club fees by the treasurer. At no time is cash issued to an athlete or parent. If an athlete leaves the club, any money in their athlete fund is rolled over into the KCKC Hardship fund.

Process:

- Request your athlete fund be applied to a specific event in the Athlete Fund spreadsheet by the date specified, or email the treasurer.
- Indicating your request to apply your Athlete Fund to an event on the spreadsheet is preferred.
- The treasurer needs time and notice to make individual calculations, the cut-off date to apply your Athlete fund to a specific event will be posted on the Athlete Fund Sheet.

Link to the Athlete Fund Sheet: Available upon request from the [KCKC Treasurer](#)

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KCKC Hardship Fund

If you or your family faces financial barriers to participating in KCKC programming, and for various reasons can not participate in fundraisers to offset costs, please consider speaking or writing to the Board of Directors for confidential consideration for access to our Hardship Fund. We have (some) financial resources, knowledge of community programs that could help and unlimited willingness to work together towards solutions to help you take down the barrier. Ask us and we will see if there is a way we can help while respecting your privacy.