



Port Colborne Girls Hockey Association

Executive Guidelines for Fundraising

4/29/2021

Guidelines for Fundraising

- Alcoholic beverages are not permitted as prizes.
- The assigned team representative responsible for fundraising will be required to provide a summary of activities and a supporting financial report to the PCGHA Executive or designate by March 31st
- Team management is responsible for ensuring that the PCGHA guidelines are followed.
- Details of all team fundraising must be discussed and unanimously supported by the parents of affected teams. In addition, the PCGHA fundraising form must be signed by all parents at a team parent meeting, then forwarded to the PCGHA Executive or designate for review and approval.

NOTE: For all team meetings a member of the PCGHA Executive who is not a parent or in a position of a conflict of interest must be present.

Teams may fundraise for the following purposes:

- Tournament registration fees.
- Team jackets, hats, equipment bags, and warm-up suits provided the clothing is only Port Colborne Girls Hockey-sanctioned clothing approved by the Executive. Must use an Association-approved provider.
- Team meals, celebrations, year-end banquets, trophies, or team awards.

Teams may **NOT** fundraise for the following purposes;

- Travel expenses for recognized coaching staff.
- Purchase of additional ice time
- For any purpose deemed unacceptable by the PCGHA Board of Directors.

Examples of acceptable fundraising activities include but are not limited to:

- Bottle and Paper Drives. (No door-to-door soliciting)
- Sale of product
- Garage and Yard Sales
- Car Washes
- Raffles, Games of Chance operating by all **Ontario Alcohol and Gaming Commission rules and regulations.**

Team Fundraising

All teams and participants have a responsibility to project a positive image of their team, the Port Colborne Girls Hockey Association and girls hockey in general. This conduct, either positive or otherwise, is a direct reflection of sponsors that assist us each year. As a result, the following guidelines must be adhered to when fundraising:

- All fundraising must be pre-approved by the PCGHA Executive or an Executive Designate. No group, team, or individual shall be permitted to raise funds for purposes associated with PCGHA without written consent from the PCGHA Executive or an Executive Designate
- All fundraising proposals must be submitted using the PCGHA Request for Fundraising Form, to the PCGHA Executive or an Executive Designate. This form must be received 10 days before the start of the fundraising event. The PCGHA Executive or an Executive designate must render a decision within 8 days of receiving the written proposal. The form must be filled out completely and accurately. Any missing information or lack of clarity will result in the application being sent back to the submitting party for resubmission.
- The application form designates a person overseeing the fundraising event. This person is the individual who shall be held accountable for all funds associated with the Fundraiser.
- Funds raised by any party must be used for the purpose or purposes stated on the Application.
- A full accounting of all fundraising activity is required and will be submitted to the appropriate board designate, who will in turn, provide a copy to the Treasurer. This accounting includes appropriate books and records showing that the funds were used for the purpose for which they were raised.
- All applicable licenses as defined by the **Ontario Alcohol & Gaming Commission** must be obtained when required. Copies of all license applications and approved licenses must be submitted to the board designate before the start of the event. Copies of all fundraising reports must be filed with the board designate by no later than the 10th day following the end of the fundraising event.
- At no time can any Business, Service Club, Association, Group Etc. be approached regarding a donation, sponsorship, or partial sponsorship of any fund-raising event without the prior approval of the PCGHA Board of Directors, or designate.
- A separate account, with two signing authorities must be set up for approved fundraising activities through which the monies generated will be managed.
- All funds generated must be used for the pre-approved purpose by March 31st unless

prior approval has been received from the PCGHA Executive or an Executive Designate. Funds remaining on account after this date will be transferred to the PCGHA General Account for use against the general operating expenses of the association.

- For all Individual Team Fundraising Events, a detailed financial report for each active fundraiser must be made available to each participant and the PCGHA Executive by no later than the 10th day following the end of the fundraising event.
- A full review of any/all fundraising activities may be requested at any time, and without prior notice, by the PCGHA Executive, the team staff, or the parents of an individual team Member.
- Fundraisers involving food products must ensure compliance with Ontario's Current Food Handling Legislation. A plan indicating how this legislation will be complied with must be provided with the event application.
- Any individual or team who fails to comply with any of these Fundraising Guidelines maybe subject to sanctions by the Port Colborne Girls Hockey Association as determined by the PCGHA Executive.

Team: _____ Head Coach: _____
 Manager/Fund-raising Rep.: _____
 Contacts email: _____ Phone: _____
 Type of Fundraiser: _____ Intended Use of Profits: _____
 Date of Fundraiser: _____ Time: _____
 Location: _____
 Has this been reviewed at a Team Parents Meeting? Yes _____ No _____

[illegible]

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Fundraiser Approved? Yes: ____ No: ____ Comments: _____

Signature PCGHA Executive Member : _____

Date: _____



Port Colborne Girls Hockey Association Team Fundraiser Report

Team Name: _____ Organizer: _____

Name and Brief Description of Fundraiser:

Total Revenue: _____

Comments (ie. How did the fundraiser go? Changes for the future?):

Organizer's Signature: _____

****Please complete this form once your fundraiser has ended. Once done, submit to the PCGHA Executive as soon as possible. Thank you for your cooperation. ****



Port Colborne Girls Hockey Association End of Year Team Fundraiser Report

Team Name: _____ Organizer: _____

Revenue:

Fundraiser Name:	Revenue:
Total Revenue for the Season:	

Expenditures (attach receipts):

Expenses (be as specific as possible):	Amount:
Total Expenses for the Season:	

Organizer's Signature: _____ Leftover Funds: _____

****Please note that any leftover money must be donated back to the PCGHA fundraising efforts. Use additional sheets if required. Thank you for your cooperation.****