

Provost Minor Hockey FundRaising Policy

Provost Minor Hockey Association fundraising stipulates that careful accounting take place with the minimum of statements, chequing account, dual signing authority and the like being established.

Provost Minor Hockey Association believes all teams have the right to fund raise for their respective team. It is recognized that the funds are being used for the betterment of the team as a whole.

When raising funds, members are also representing the Provost Minor Hockey Association and are encouraged to always project a positive image of the Association.

Please note if fundraising is for the team directly, the following steps must be taken:

1. All fundraising activities must be discussed and approved by the majority at a team parent meeting.
2. Teams requesting to fund raise MUST submit a request form ([Request Form Link](#)) to the Provost Minor Hockey Board for approval.
3. The request must include a detailed outline of how much money is being raised, the nature of the fund raiser ex. Tickets, product, etc... and what the funds will be used for by the team.
4. All fundraisers must be preformed following proper protocol set out by AGLC. This means all proper licenses will be need (PMH Treasurer may have to get the license).
5. Once the Board approves the fundraising project then, the fundraising project can begin
6. Fundraising must be by the hockey team concerned, not Provost Minor Hockey Association.
7. Once the fundraising money is spent, a detailed accounting of income and expenses is required and sent to the Provost Minor Hockey Board.
8. No one person shall profit from fundraising.
9. All monies that are not spent from the fundraiser by the end of the season will go back in the PMH general account.

The policy is set up to make all parties informed on the activities within the association and make all parties involved accountable.

***Need to Pre Build a Request Fundraising Form for managers to fill out before submitting to the Provost Minor Hockey Association.