



Start with a Dream, Achieve your Goals, Flyers for Life

Co-op Gift Card Fundraiser Guidelines – Winkler Minor Hockey

I'll start by saying thanks for volunteering to be a manager for your son/daughters minor hockey team. We appreciate your help in filling this role to help guide your team. The bullets below outline important instructions for our Coop Gift Card Fundraiser.



- All cheques must be made out to: **Winkler Minor Hockey**. Cheques made out to Coop, the players name or something else will be shredded and the player/team will not receive credit for the funds raised. We will NOT accept postdated cheques.
- Coop will only issue gift cards in denominations listed on the spreadsheet
- A template will be emailed to you for distribution to your parents for the purpose of recording the players fundraising efforts. Note: When printing, only print Page 1 as the accuracy check will print on Page 2.
- You will tabulate player fundraising totals and enter this information on the Coop Fundraising Tab of the Manager Workbook. There is a sample along with the information from the Manager Workbook Guide below to assist with filling this out.
- **October 17th** is the deadline to return your master list and cash/cheques. I will email you with a location and time frame to have this dropped off. If you can't make it in that time frame, leave it with another parent that can make the delivery.
- Coop has pretty quick turnaround time in getting the cards ready and I will let you know when they are ready to be picked up.
- WMH will not be keeping \$5 per player this year as we have done in the past.

Coop Fundraising Sheet (From the Manager Workbook Guide)

This sheet will track your team's efforts in selling Coop Gift Cards and will be handed to the treasurer via email or with your money/cheques from gift card sales. Steps to completing the spreadsheet are:

- Total Sold column (D) – Enter each player's total sales
- Denomination of Gift Cards Sold columns (E-J)– Enter each player's total cards sold of each denomination
- Accuracy Check column (K) – This column will total the sales of each denomination for each player. The Total Sold cell and Accuracy Check cell for each player should equal the same amount before you submit to the treasurer.
- To Player Amount column (M) – WMHA treasurer will send the team total for this column to the manager to disburse among players wallets. Each player receives 10% of their cards sold and this amount will populate on the Master List spreadsheet.
- Cash Totals (Q) – Enter the amount of each denomination of cash you are providing the treasurer when handing in the funds raised.
- Cheque Total cell (S15) – Confirm the total value of cheques you are handing to the treasurer equals the amount populated in this cell.
- Grand Total Cell (S17) – Should equal the Team Total cell (K25) under the Accuracy Check column.

See example below:

 Co-op Gift Card Fundraiser - Winkler Minor Hockey		 Start with a Dream. Achieve your Goals. Flyers for Life!							
Team: _____		Demonination of Gift Cards Sold							
Player Name	Total Sold	10	25	50	100	500	1000	Accuracy Check	To Player Account
Player 1	\$ 500		4	2	3			\$ 500	\$ 50
Player 2	\$ 5,000				20	2	2	\$ 5,000	\$ 500
Player 3								\$ -	\$ -
Player 4								\$ -	\$ -
Player 5								\$ -	\$ -
Player 6	\$ 310	1	12					\$ 310	\$ 31
Player 7								\$ -	\$ -
Player 8								\$ -	\$ -
Player 9	\$ 500				5			\$ 500	\$ 50
Player 10								\$ -	\$ -
Player 11	\$ 10,000					4	8	\$ 10,000	\$ 1,000
Player 12								\$ -	\$ -
Player 13								\$ -	\$ -
Player 14								\$ -	\$ -
Player 15								\$ -	\$ -
Player 16								\$ -	\$ -
Team Totals	\$ 16,310	1	16	2	28	6	10	\$ 16,310	\$ 1,631

Cash Totals		
Dollar Value	Amount Received	Totals
\$5 x	4	= \$20
\$10 x	4	= \$40
\$20 x	56	= \$1,120
\$50 x	20	= \$1,000
\$100 x	8	= \$800
Total		\$2,980
Cheque Totals		\$ 13,330
Grand Total		\$16,310

Gift cards cannot be used to pay on account - must be used at the time of purchase
 Gift cards may be used as form of payment at point of sale in any department with the exception of bulk fuel, cardlock, agro and bulk propane