



ALPENA HOCKEY ASSOCIATION FUNDRAISING POLICY

Fundraising is an important and usually necessary activity for all hockey programs. The Alpena Hockey Association (AHA) supports team fundraising as a way to help teams meet their goals for team and player development. AHA is organized under section 501(c)(3) of the Internal Revenue Code. This section allows corporations like AHA to be tax exempt if no part of the net earnings of the organization inure to the benefit of any private shareholder or member.

All payments made from funds raised by individual teams must meet these requirements so that we can continue to maintain our exempt status. This means that all payments must promote hockey and all payments must benefit all members of the team. In order to protect members, our reputation and our tax-exempt status, the Alpena Hockey Associations Executive Board has outlined several general policies related to team fundraising.

General Policies

- All teams must have approval from the Fundraising Chair and Executive Board prior to beginning any fundraising programs.
- All checks written for team fundraising must be made payable to Alpena Hockey Association (AHA) and deposited into the team account established by the association's treasurer.
- Expenses for reimbursement or requests for checks drawn on a team account must be submitted by the team manager.
- Requests for checks for items not specifically allowed below must also be approved by the Fundraising Chair and the Board. No checks will be written if prior approval is not received.
- Whenever possible, an AHA check should be issued for payment of team expenses directly to the supplier. An invoice or adequate supporting detail is required for payment.
- If payment is made to reimburse an individual, the team manager must make the request in writing, provide a receipt for all expenses, and submit it to the board at least one week prior to that month's board meeting. The board will not approve a check for less than \$5.
- Fundraising is a team decision. Some teams may choose not to fundraise, instead requiring that all players contribute their fair share of expenses.
- Teams may not mandate that players and families participate in fundraising. There must be an option to pay a set amount instead.
- The team may set a per player fundraising goal, but it may not require a player who does not meet that goal to make up the difference. If a player exceeds the minimum goal, the excess funds must benefit the team as a whole.
- All funds raised and expenses incurred are allocated on a per player basis (not per family). If a family has two players on the same team, they will benefit from funds raised and be responsible for expenses for each player.
- Team funds not used within 30 days of the end of the season will be donated to the club.
- If a team is playing in tournaments after the regular season has ended and the team manager notifies the Treasurer prior to the end of the 30 days, the time period will be extended to June 1- of that year.
- All funds raised during a fundraiser will benefit each player on the team equally, whether they were able to participate or not.
- AHA discourages excessive fundraising. The Board of Directors reserves the right to deny fundraising requests if they are deemed excessive.

Alpena Hockey Association Team Fundraising Guidelines

Fundraising Approval process:

1. The team manager and or coach submits the “Request for Team Fundraising” form to the Fundraising Chair.
2. The Fundraising Chair reviews the proposal and verifies that all information is complete and the proposed fundraiser is within AHA fundraising guidelines.
3. The Fundraising Chair presents the proposal to the Executive Committee at a board meeting.
4. The Executive Committee will review the proposal and either approve, approve with changes, or deny the proposal and notify the Fundraising Chair.
5. The Fundraising Chair will notify the team contact of proposal status. If approved, the team may begin the fundraising activity. If approved with changes, the team contact must agree to all changes and submit revised proposal prior to beginning fundraising activity. If denied, the team may not engage in the fundraising activity and may submit an alternative proposal to begin the process again. If a team engages in any fundraising activity not approved, they will forfeit 100% of monies earned to the Alpena Hockey Association General Fund.
6. Monies collected should be deposited with the club treasurer in a timely manner with the appropriate club deposit form.
7. At the conclusion of the fundraising activity, the team contact will submit the “Funds Earned” report to the Fundraising Chair.
8. The Fundraising Chair will submit the report to the Club treasurer.

Appropriate uses of fundraising monies include, but are not limited to:

- Tournament registration fees
- Purchase of team practice jerseys or other equipment for use by the team (practice jerseys are allowed under the assumption that they do not last more than one season, therefore they do not benefit individuals. Equipment is allowed under the assumption that the equipment that lasts the entire season will be donated to AHA at the end of the season).
- Payments for coach’s hotel room and travel expense to participate in tournaments (for coaches that do not have a child on the team).
- When the head coach (or acting head coach) has a child on the team, the team may vote to pay for his hotel room and travel expenses. This requires approval from all team members. Payment must be made directly to the hotel by club check. No after-the-fact reimbursements will be made.
- Training expenses (including coaching or player development).
- Payment for extra practices or games not included in AHA registration fees - If additional ice time is purchased by a team. The club treasurer must be notified to make sure there are funds in the team account to cover the cost. If the treasurer is not notified, and there are insufficient funds to cover the cost, all team players will be billed equally for the additional funds needed. All scheduling of additional ice team should be undertaken through appropriate AHA Director of Scheduling and Officiating.

Team funds may not be used for:

- Individual incentive awards for players.
- Family and player travel expenses (car rental, gas), food or hotel rooms.
- Purchase of individual equipment items (Jerseys, shirts, sticks, shells, bags) AHA funds and or resources may not be used; however, funds donated by a sponsor specifically for an item of equipment may be used for that equipment, assuming that the specification is in writing. If fundraising is desired to purchase a third jersey for the team, all members of the team must be in agreement and the purpose of the fundraiser fully disclosed.
- Any portion of an individual player’s registration fee for the program (including tryout fees).
- Remember all fundraising activities and programs may not begin until approved by the Fundraising Chair Person and the Executive Committee.

Types of Team Fundraising:

- Team funds may be raised by the sale of goods or services or through sponsors (individual or corporate). Goods or services may not compete directly with any Alpena Hockey Association merchandise or current club fundraising effort. All use of the Alpena Hockey Association name, logos, and likeness must be approved prior to use and full disclosure included in approval process.
- Individual/corporate Sponsors: Sponsors donate a set amount of money to the team. In return, the sponsor is generally eligible for a tax deduction. The sponsor may specify how the money is to be spent, or the type of activity for which the money may be utilized, for example to cover a tournament entrance fee. However, not all activities or designated uses entitle the sponsor to a tax deduction. That decision, and the amount of deduction that may be claimed, if appropriate, rests with the Alpena Hockey Association Executive Committee or its designee.

In the case of individual or corporate sponsors, the following process will be used:

- Sponsorship must be submitted for deposit within one week of receipt.
- The Team Manager notifies the Chairperson of the Fundraising Committee with the sponsor's name, address, amount and intended use.
- Teams may not seek corporate sponsorships in a year congruent with an Alpena Hockey Association Gala, as to not put strain on local businesses and for the greater good of all youth hockey in Alpena.

Team Fundraising Guidelines:

- The Chairperson of the Fundraising Committee writes a letter to the sponsor on club letterhead expressing thanks for the donation and advising the sponsor of the amount that is tax-deductible.
- At a minimum, the team manager must send a thank you letter to the sponsor outlining how the team intends to use the money. A copy of the letter should be sent to the Chairperson of the Fundraising Committee.
- The team is encouraged to maintain communication with the sponsors throughout the season. Suggestions include inviting sponsors to home games or tournaments, and sending a team photo or sponsor plaque.

Sales of Goods or Services.

- The team agrees to sell a product (Christmas tree ornaments, frozen pizza, bake sales, crafts, etc.) at a profit or offer a service (car wash, yard work) in exchange for a donation.

Questions.

Any questions regarding AHA fundraising policy should be directed toward the Chairperson of the Fundraising Committee. All fundraising activities must be presented to the Chairperson of the Fundraising Committee for approval prior to raising any funds or sponsorship agreement.

Approved, June 26, 2024

Request for Team Fundraising

***Please submit this form to the AHA Fundraising
Chairperson for review and approval.***



Team Manager's Name:

Contact Information:

Email:

Phone Number:

Name of Fundraiser:

Explanation of Fundraiser:

Date of Fundraiser:

Purpose of Fundraising:

Goal Funds to be Raised:

****Reminder.****

This request must be submitted prior to the monthly board meeting to be considered.

Signature:

Date Submitted: