

Team Fund Raising Guidelines

Fundraising is an important and usually necessary activity for all hockey programs. Siouxland Youth Hockey Association (SYHA) supports team fundraising as a way to help teams meet their goals for team and player development. SYHA is organized under section 501(c)(3) of the Internal Revenue Code. As part of the 501(c)(3), all payments made from funds raised by individual teams must meet specific requirements so that SYHA can continue to be tax exempt. This means all payments must promote hockey and all payments must benefit all members of the team. In order to protect members, SYHA's reputation and SYHA's tax-exempt status, the SYHA Fund Raising committee, with approval from the SYHA Board, has outlined several general policies, guidelines, and roles related to team fundraising.

Fundraising

SYHA Board strongly encourages all players to participate in team activities, including fundraising as an essential part of team's budgeting. The Board acknowledges and appreciates the efforts made in funding youth hockey expenses.

Fundraising is a team decision. Some teams may choose not to fund raise, instead requiring that all players pay their full dues. Teams may not mandate that players and families participate in fundraising.

All funds raised must be equally distributed amongst all team players regardless of individual participation.

Fundraising Committee

The SYHA board has appointed and approved designated members of SYHA to the Fundraising Committee. This standing committee will oversee team level fundraising and sponsorships. This includes, but is not limited to, the following:

- Approve and maintain set list of options for fundraising
- Identifies new opportunities for team level fundraising and makes recommendations to the board
- Manages funds raised by team level sponsorships in cooperation with SYHA Treasurer and board
- Ensure team compliance with fundraising policies including but not limited to fundraising selection, implementation, goal setting, and cooperating with SYHA treasurer on collection and distribution of funds

- Provide support and assistance on an as needed basis to association events and chairs including, but not limited to: Greens Chair, Pancake Day chair, 50/50 Raffle, Flex Tickets.

The fundraising committee shall meet at least quarterly, or as needed. No notice of any meeting shall be required other than oral notice by telephone, email or in person to all committee members, at least forty-eight (48) hours prior to the meeting.

Guidelines for Team Fundraising

To avoid conflicts and provide uniform understanding amongst teams, the Fundraising Committee requires that all its members abide by the following guidelines when conducting fundraising activities

- All team fundraising activities should involve input from all parents/guardians. The team coordinator or designee shall communicate all aspects involved in the fundraiser with the team. All funds earned will be applied to teams' budget and equally distributed between all players on the team. No individual member may personally profit or benefit solely by any fundraising activity.
- Participating team members are responsible for any expenses incurred as a result of the team fundraiser.
- All funds raised from any team fundraising activity during any single season must be applied in the season it was generated. Any funds earned above total dues will go to the general fund of SYHA.

Fundraising Approval Process

- The team coordinator or designee submits a Fundraising Request form to Fundraising Committee Chair via email
- The Fundraising Chair, or designee, reviews the proposal and verifies that all information is complete, and the proposed fundraiser is within SYHA guidelines
- The Fundraising Chair, or designee, presents the proposal via email or meeting, to the fundraising committee to approve, approve with changes or deny. Response is expected within 2 weeks of email.
- The Fundraising Chair, or designee, 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 an updated proposal prior to beginning fundraising activity.

- If denied, the team may not engage in the fundraising activity. If a team engages in a fundraising activity that was not approved, all funds earned will be forfeited to SYHA general fund

At the conclusion of the fundraising activity, the team contact will submit a “Funds Earned” report to the Fundraising Chair, or designee. The Fundraising Chair will review the report for completeness and then submit the report to the SYHA Treasurer. The SYHA Treasurer will ensure the amount of the form matches the funds received. In addition, the SYHA Treasurer or Finance Committee will ensure the amount per skater is reduced from each skater on the team’s last payment.

Ex. Team raised \$1500 divide by 15 skaters would reduce last dues payment by \$100.

Any team fundraising that goes above total dues owned by the team, will go to the SYHA general fund.

Previously Approved Fundraising Options

The following list of fundraisers which have been approved by the board but is not an all-inclusive list and all fundraisers must be approved by the Board.

- Dinner Spirit Nights: Chick-fil-A, Chipotle, Buffalo Wild Wings
- Sale of Goods: Bake goods/Candy/Popcorn/Little Caesars Pizza
- Coupon book/Discount Cards
- Driveway Stencils
- Sale of Services: Car Wash/Yardwork for Hire
- Golf Tournaments

Sponsorship

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 used. In the event of an individual or corporate sponsor, the process detailed above will be followed. Every effort should be

made to receive the Sponsor donation funds by end of January so funds can be applied to team members before final dues payment.

Fundraising during SYHA tournaments/jamboree/games

- Approval by Tournament Coordinator(s) and Fundraising Committee required. Must not conflict with any sales at the IBP Center or any other fundraising taking place.