

Cyclones Amateur Hockey Association

Team Fundraising Policy & Guidelines

Policy Overview

The Cyclones Amateur Hockey Association supports team-level fundraising to help offset season costs and enhance the player experience. Team fundraising is permitted, provided it complies with association policies, receives prior approval, and is managed transparently at the team level by the Team Manager.

1. Submission & Approval Process

Before initiating any fundraising event or campaign, Team Managers must obtain formal approval from the Executive Board:

- **Advance Notice:** Submit a Cyclones Team Fundraising Google Form request detailing the event type, dates, proposed structure, and intended equal use of funds.
- **Budget Integration:** Log the prospective fundraiser into the official Team Budget Sheet prior to submission.
- **Board Approval:** No fundraising activity, marketing, or collection of money may begin until written approval is granted by the Board.

2. Mandatory Reporting & Transparency

- **Public Budget Disclosure:** All anticipated and actual fundraising income must be clearly listed in the team budget accessible to team families.
- **Post-Event Summary:** Within 14 days of concluding a fundraiser, the Team Manager must email the Executive Board with the final total of funds raised.

3. Allocation & Equal Benefit Rules

Fundraising proceeds are designated strictly for the benefit of the team as a whole:

- **Equal Distribution:** All monies raised must be used equally across the entire team (e.g., covering tournament fees, extra ice time, team meals, or apparel).
- **No Individual Offsets:** Funds cannot be tracked or allocated to offset individual player fees or specific family slush fund obligations, regardless of individual sales performance or participation levels.

4. Organization-Level Direct Payments

- If a corporate sponsor or donor requires payment directly to the Cyclones Amateur Hockey Association (utilizing our 501(c)(3) status), the association will accept the funds and transfer them to the team manager via direct deposit for designated team activities.

5. End-of-Season Slush Fund Reconciliation

- **Out-of-Pocket Slush Contributions:** If remaining slush fund balances consist of out-of-pocket payments made directly by families, those unused funds may be reimbursed proportionally to the families at season's end.
- **Fundraiser-Only Balances:** If the team slush fund was funded entirely through fundraising, IRS non-profit regulations prohibit disbursing remaining funds to individual families. Any unused fundraising money at the end of the season is forfeited back to the Cyclones organization for general club operations.