



## **FC Northwest Fundraising Policy**

### **Purpose**

The purpose of this policy is to:

- Guide all FC Northwest (FCNW) fundraising efforts.
- Ensure that all fundraising meets the standards and expectations of the FCNW soccer club and that all participating parties are clear on their role and responsibilities.

### **Policy**

The Board of Directors must approve all fundraising or sponsorship activities. The team or member representatives citing the details of the activity shall make a submission in writing by using the 'Proposed Fundraising Event' form provided at the end of this policy. This form can be faxed, emailed or dropped off. All contact information is found at the bottom of page two of this document.

In addition, a follow-up report is required no later than two weeks past the date of the activity or event. The representatives citing the details of the original proposal shall make a submission in writing by using the 'Post Fundraising Event' form provided at the end of this policy. This form can be faxed, emailed or dropped off. All contact information is found at the bottom of page two of this document.

### **Procedure**

- Complete 'Proposed Fundraising Event' application and attach any promotional items being used to highlight the event or activity.
- Submit the proposal to the FCNW General Manger (GM) at least four weeks prior to the proposed start date of the activity. Any submissions made later than four weeks may not be approved in time.
- The application will be brought to the attention of the Board of Directors. The FCNW GM will confirm the approval of the proposal to the applicants within one week of the application being submitted.

### **Criteria**

Submissions must meet the Fundraising Policy Criteria listed below to gain approval.

1. The activity must not bring the club into disrepute.
2. The use of the FCNW name, shield or logo is not permitted **for any use** without the consent of the Board of Directors. Upon approval, a proof or sample will be required to be submitted to the FCNW GM before proceeding.
3. Lottery license and/or permit applications must be obtained when required and are the responsibility of the event or activity holders (applicants).
4. All FCNW teams are required to hold bank accounts at the Cambrian Credit Union located at 2136 McPhillips Street. A letter from the FCNW GM is required to open an account. Each bank account requires two (2) team signatures to be on file at the bank. Note: the FCNW Treasurer is a signatory on all FCNW bank accounts.

### **General Recommendations:**

1. Develop and communicate with all parties a measurable goal or objective with clear expectations.
2. Establish a budget for the activity to which the proceeds of the fundraising will apply.
3. Obtain an agreement on the budget and the fundraising activity from the participants well in advance of the planned activity.
4. Evaluate the proposed activity against the policy criteria listed above.

### **Notes:**

1. Teams failing to comply with the Fundraising Policy are subject to disciplinary action to be determined by the Director of Discipline in consultation with the Board of Directors. Future fundraising requests may also be denied.
2. FCNW will not be liable or held responsible for any incidents or consequences arising from the activity or event.
3. It is the expectation of FCNW that any funds not allocated to the intended goal will be distributed back to the player's and/or team who participated in the event or activity.
4. For all teams fundraising for the purpose of MSA Cup team travel, note that a maximum number of approved fundraising events may be implemented per team, depending on the total number of teams that are travelling.
5. For all teams who wish to fundraise during the months of July, August, September and October, fundraising blackout dates may be in effect for MSA Cup traveling teams.

### **Contact Information:**

Attention to: FCNW GM

Email: [GM@fcnorthwest.com](mailto:GM@fcnorthwest.com)

Fax: 204-338-7682

Drop off: FCNW Office, 2<sup>nd</sup> floor, 725 Kingsbury Avenue

### Fundraising Event Application

Date: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Team Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Detailed Event Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Contact of Event Organizer:

Secondary Contact:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

### Post Fundraising Event Report

Date: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Team Name: \_\_\_\_\_ Age Group: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

What worked well for this event?

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What did not work well for this event?

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What would be changed if this were done again?

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If applicable:

Approximate # of volunteers required: \_\_\_\_\_

Approximate # of people who attended: \_\_\_\_\_

Number of tickets sold: \_\_\_\_\_ Number of tickets unsold: \_\_\_\_\_

Gross Revenue: \_\_\_\_\_

Expenses: \_\_\_\_\_

Net Profit: \_\_\_\_\_

Additional Comments:

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