**FUNDRAISING/FINANCE POLICY**

**FUNDRAISING**

1. Complete the attached Fundraising Event Request Form for each fundraising event regardless of size.
2. Members of the team are expected to participate in all fundraisers. All profits must be shared equally.
3. Any Team Official or parents may not raise money or use any fundraised money in any way by soliciting to the public for their personal benefit or financial gain.
4. Any money raised cannot offset costs of base registration or representative fees. All fundraisers are to benefit the team. No fundraiser is to benefit an individual player.
5. No OrilliaMHA teams will be permitted to acquire a special occasion’s permit or run a lottery of any nature that would require a license according to city regulations.
6. Fundraising will be allowed only to cover team expenses. Expenses are for players only and/or coaching expenses. Team expenses could include but not limited to the following items:

* Team Transportation
* Tournament entry fees
* Team Practice and Safety Equipment
* Coaching equipment- pylons, water bottles etc.
* Apparel – Only OMHA approved apparel may be purchased from the official provider
* Specialty Player/Team Instruction
* Ice rental for extra practice ice as per OMHA Policy
* Dry land training
* Team Building Events i.e. pizza dinner (players only)

1. Teams are permitted to conduct 2 fundraisers per season. (Any additional fundraising requests will be considered by the Board for extenuating circumstances only.)

**FINANCE**

1. All teams must prepare a budget for the season outlining expectations prior to collecting funds. The budget must outline:
   1. Team fees
   2. Fundraising
   3. Tournaments
   4. Equipment (Pucks, Water bottles, etc.
   5. Banking Fees
2. A revised budget can be prepared if further funds are required and presented to the team parents.
3. Each team must open a “Community Bank Account” with two signatures. The signatures shall consist of two team officials (coach, assistant coach, manager, or trainer)
4. The OrilliaMHA is not responsible for the administration of team’ finances or bank accounts.
5. Any mismanagement of team finances is the responsibility of the team officials with signing authority on the account or anyone else who has financial responsibility for financial administration of the account.
6. The OrilliaMHA Team Official must provide a detailed accounting spreadsheet to the OrilliaMHA and team parents twice yearly. (December & March)
7. Any Team Official or any other person representing any team participating in the OrilliaMHA may not approach existing team sponsors for extra funds.
8. All monies derived from fundraising activities that remain at the end of the year (April 30) will become the property of OrilliaMHA. (The monies will be designated to the skill programs)