



Alberta Slalom Canoe/Kayak - Fundraising Policy 2014

Alberta Slalom Canoe Kayak supports fundraising efforts for our Team in order to give our athletes the ability to train and compete. We aim to facilitate fair fund generation to help lower the participants' costs at ASCK sanctioned camps or events. Traditionally, groups working hard together to raise funds, raise more money over time than individuals.

Lessons learned along the way will be applied, thus the Policy will be adjusted each year.

General guidelines

A volunteer committee will run all fundraisers. The committee shall name a project coordinator who is responsible for the administration and financial portion of the fundraiser. This person will be responsible for all reporting duties.

Board Approval - The ASCK Board must approve all ASCK fundraisers. This is to prevent crossover of events the association is doing and to ensure we are aware of any events that may need special permits.

Approval of fundraising projects will be subject, but not restricted, to the following:

- Priority given to projects involving the whole Team

- Number of projects during the same period
- Number of individuals involved in project
- The type of project involved
- All and proper information provided
- All ASCK policies followed

Any permits must be filled out, approved and filed with the ASCK Board, prior to the project.

A financial report for each fundraising project must be submitted to the board within 30 days of the last date of the fundraising project. All proceeds from the approved fundraising projects are subject to distribution by the Board. Distribution will result from the financial report, request submitted by the fundraising Coordinator, team needs, the number of individuals involved, the proposed use of the funds and the Board's discretion.

ASCK will pay supplier directly to avoid any out of pocket expenses. Any expenses incurred by the fundraiser will be taken out of the total proceeds.

All orders collected must include payment

The ASCK Board or Fundraising Committee must approve promotional material with the ASCK logo.

Any athlete participating in the specified ASCK sanctioned event is able to partake in fundraising efforts.

It is to be recognized as a general policy, that the funds raised by teams shall be used to offset the expenses of running training, camps competition trips, and not for acquiring equipment. All team funds remaining at the end of the

season shall be paid back to the parents with a year-end closing budget (Dec 31st).

Camps or events receiving funds will be determined each year at the AGM (4-5 key events).

Funds will be allocated based on camp or event participation and available funds at the ASCK boards discretion. Participant numbers will be those that took part in a fundraising event.

Sales based fundraising projects will be held no more than 4 times per year. The sales period will be no longer than 2 weeks long.

Team Fundraisers

These fundraisers will be done to fund Team costs for ASCK athletes. All funds will be directed to a Team account and will then be used to pay for Team expenses.

Opt-in/Opt-out

Participation in all fundraising is optional. At the outset of any fundraiser, everyone is considered out, until they declare their commitment. If they opt-in they will be held to the minimum for that project.

Team funds will consist of fundraising proceeds, contribution or donations. Any money received into or extended out of the team funds must be an approved budget item or the board must approve the particular item.

Individual Athlete Account Fundraisers

Individual Athlete fundraisers are possible using the same procedures of notification and accounting.

All proceeds from the fundraiser will be dispersed on an individual basis according to what each athlete sold. ASCK will manage the final proceeds and apply towards the athletes' accounts for coaching programs and travel costs.

Another example of these would be the Shop and Support (2009) where ASCKs name and organization is used to support a third party project. In the case where money is flowing through ASCK accounts a 5% administrative fee will be applied.

Opt-in/Opt-out

Participation in all fundraising is optional. At the outset of any fundraiser, everyone is considered out, until they declare their commitment. If they opt-in they will be held to the minimum for that project.

Coffee Individual Fundraiser - See individual Fundraiser Policy

- Individual ASCK account disbursement
- Anyone taking part in ASCK sanctioned events. See list below.
- ASCK will top up to the nearest 50Lbs and hold stock for athletes' to re-sell. Max ASCK is on the hook - \$514.50 worth of coffee stock.
- Coffee will be delivered to Calgary. Attempt will be made to find someone going that way anyway. If a special trip is made, then mileage will be paid at the volunteer rate.

Steak Team Fundraiser - see Team Fundraiser Policy

Minimum

There is a \$300 net minimum for each person
All monies collected must be submitted to the organizer by the cutoff date
(cutoff dates must be firm). No orders, sales, tickets will be issued without full
payment.

The ASCK treasurer will issue a cheque to the supplier at the time of ordering.

Distribution day will be arranged based on availability. Distribution should be a
one time event. Each participant is responsible for distributing their sales.

Fundraising Schedule 2014

Coffee Sales

January - UAE/Charlotte/Spring Break Camps

April - National Team Trials

July - Alberta Training Camps/Nationals/World Cups

September - Snow Camp/WTP/HP Fees