



## **P.A.L. ICE HOCKEY TEAM FUNDRAISING POLICY**

The P.A.L. Ice Hockey Board of Directors has established a policy that permits individual teams within the organization to engage in fundraising activities pursuant to the following criteria and procedures:

1 – Fundraising is permissible for teams in meeting expenses for a significant accomplishment – attending NY State Championships, National Championships, Silver Sticks Championships, etc. Fundraising is not to be used for any preliminary tournaments, apparel, equipment or normal operations of a team.

2 – Monies from fundraising that meet the first criteria may be used to offset the entrance fee to said event, team travelling costs if the event is a significant distance from Long Island (bus, plane, train, etc), lodging costs for coaches and lodging costs for a contracted transportation provider.

3 - All requests to engage in fundraising must be submitted in writing to any P.A.L. Ice Hockey Board member for submission to the full Board of Directors.

4 – Written requests must include the following:

- Specific name, date and location of significant event
- Type of fundraising to be engaged in
- A detailed explanation of the amount of money to be raised
- An estimate of anticipated disbursement of the raised money

5 – No fundraising activities may be engaged in until the Board of Directors has approved a team's written request. In order for a team's request to be considered for approval, all members of the team must be paid in full on their tuition or have made arrangements with the P.A.L. Ice Hockey Treasurer. All marketing materials for the fundraising must be pre-approved by the Board of Directors.

6 – Once a request is approved, all monies raised must be given to the P.A.L. Ice Hockey Treasurer; and all checks are to be made payable to the organization. The Treasurer will be responsible for disbursement of funds for known expenses (entry fees, travel, etc.) prior to the event with proper documentation submitted by the team manager or team treasurer. All pre-approved costs that are incurred during the event that a team attends will also be reimbursed to the team upon return from the event with proper receipts and an expense report submitted. An expense report form will be provided to the team by the Treasurer.

7 – In any instance that the fundraising exceeds the documentable costs of the team attending the event there shall be no disbursement made to a team for any unused funds.