

Irondale Youth Hockey Fundraising Committee Policies/Procedures

I) Mission Statement

The Fundraising Committee shall serve to identify, organize, foster and promote opportunities by which the Irondale Youth Hockey Association (“IYHA”) may profit financially in order to ease the cost burden of its membership, provide assistance to members requiring assistance and meeting prescribed assistance guidelines and to promote the association and attract new members.

II) Membership

A) The Fundraising Committee shall consist of no more than seven members, one of whom shall serve as the committee chair.

B) The Fundraising Committee members shall serve a term of two years and should meet at least monthly. Half of the members will serve a first term of only one year so that the membership terms don't all expire at the same time. Going forward all terms will expire after two years.

C) The IYHA Vice President or another board member designee will be the liaison between the Fundraising Committee and the IYHA Board of Directors.

III) Fundraising Committee Responsibilities

A) The Fundraising Committee shall consider and recommend all fundraising opportunities made available to IYHA.

B) The Fundraising Committee shall be responsible for organizing volunteers and administration over any events and or efforts implemented by the committee.

C) Any individual team that wishes to engage in any approved fundraising opportunity should contact the Fundraising Committee for direction.

D) The Fundraising Committee shall show an accounting statement to be submitted to the IYHA Treasurer for each fundraising activity as well as turn over all funds upon completion of said statement.

E) A member of the Fundraising Committee must serve as the secretary for each meeting and shall document, at a minimum:

- 1) Meeting date and start time
- 2) Attendance of committee members
- 3) Attendance of guests
- 4) Motions made and the name of the motioner and seconder
- 5) Votes for and against all motions, by name
- 6) Adjournment time

7) Meeting minutes will be sent to the IYHA Board members

IV) Practices and Policies

A) A majority of the Fundraising Committee should be present for any action(s) to be approved.

B) All contracts or legal agreements that are required to participate in a fundraiser require the signature of the President of the Board of Directors. In the absence of the President, contracts or legal agreements may be executed by a designee of the President of the Board of Directors.

C) Fundraising shall not be exclusive to monies derived from active service and sales efforts, but shall include all monies and services brought in to the association from sources outside of fundraising efforts (i.e. donations for a silent auction).

D) All Fundraising Committee efforts shall end in a net financial contribution to the association. The Board shall then determine the distribution of those funds.

E) All **team specific** sponsorship monies shall go thru the Fundraising Committee for acknowledgement and then to the specific team.

F) All **general** sponsorship monies shall go thru the Fundraising Committee for acknowledgement and then to the Board for distribution.

G) All individual teams are encouraged to fundraise but their efforts need to be acknowledged by the Fundraising Committee prior to any event or activity.

H) All individual teams, who fundraise, are strongly encouraged to donate 10% of their earnings to the association as a whole to be distributed as determined by the board.