



Building Healthy Minds and Bodies since 1977

3.3 FUNDRAISING POLICY

PURPOSE

This policy was created to ensure that Okanagan Gymnastics Society ("Society") which operates the Okanagan Gymnastics Centre (OGC) maintains high standards of integrity and stewardship in both its active fundraising and related communication activities and its acceptance of donations and sponsorships.

POLICY

OGC is a registered non-profit Society and may accept donations, sponsorships, gifts in-kind and any other funds to support OGC's athletes and programs. Fundraising activities are an important source of income and are essential to the fiscal viability of competitive programs within OGC. An annual fundraising plan will be developed and implemented by the Fundraising Committee and approved by the OGC Board of Directors.

Fundraising at OGC falls into two categories:

- A) Fundraising for OGC; and
- B) Fundraising for Individual Disciplines within OGC

A) Fundraising for OGC

Fundraising for OGC includes any activity that is undertaken for the purpose of raising funds for OGC. Funds from these activities will be allocated towards the betterment of all athletes and the OGC as a whole.

OGC currently receives funding from the Province of British Columbia through the Community Gaming Grant. The Gaming Grant revenue is a substantial part of the OGC budget. OGC fundraising is a prerequisite to, and vital to the success of the Community Gaming Grant.

Existing fundraising activities for OGC include, but are not limited to:

1. Fall Raffle
2. Frozen Food Drive
3. Cobweb Invitational
4. Ogopogo Invitational
5. Natures Fare Project

All competitive athletes are required to participate in OGC fundraising activities.

For those assisting with securing prizes for OGC raffles, one commitment hour will be allocated for each \$50 of prize value secured.

B) Fundraising for Individual Disciplines within OGC

Fundraising for individual disciplines with OGC is defined as activities planned and implemented by parent volunteers from the individual disciplines for the purpose of supporting specific programs or activities within each discipline. Individual discipline fundraising activities may not compete or conflict with OGC fundraising activities. Additionally, OGC sponsors and major donors may not be solicited by individual disciplines.

In order for an individual discipline to undertake a fundraising program the following must occur:

- A fundraising plan, including budget, proposed fundraising activities and dates, must be submitted to the OGC Business Team Leader for approval prior to commencement. Such approval shall not be unduly withheld.
- The purpose of the fundraising program must be clearly articulated as to not be confused with OGC fundraising. This must include indicating what funds are being raised to support. (i.e. "To attend a gymnastics competition in " ____ " city.)
- A parent volunteer, within the individual discipline, must be identified as the responsible party to track all funds following generally accepted accounting principles.
- Any request for use of OGC resources or staff assistance must be approved by the OGC Director of Operations.
- OGC may charge the fundraising program for any costs incurred.

Funds raised may be used for the following:

- Coaches travel expenses
- Athlete competition registration
- Athlete travel expenses
- Equipment (only with OGC approval). Any equipment purchased under the fundraising program will become the property of OGC
- Other expenses as approved by the OGC Director of Operations

Funds raised may not be used for the following:

- Parent travel expenses
- Entertainment expenses

Actions for the funds:

- Funds raised will be deposited into OGC's Project Based Fundraising account
- Any funds remaining at the end of an individual discipline fundraising program will be remitted to OGC and become part of the OGC fundraising funds
- All funds raised through fundraising activities are non-refundable
- Commitment hours may not be claimed for individual discipline fundraising activities

Note on Sponsorship:

Sponsorship is an expense incurred by an organization to promote its business. Sponsors receive benefit by having their brand recognized with OGC. Sponsorship is not a donation. The OGC Business Team Leader and the OGC Director of Operations, with assistance from the Fundraising Committee are responsible for solicitation of sponsorship. All funds raised through sponsorships will be utilized for the benefit of OGC as a whole.

Approved by OGC Board of Directors December 22, 2014

Amended by OGC Board of Directors February 11, 2015

Amended by OGC Board of Directors August 17, 2017