



# OTFC Fundraising Guidelines

Further to the OTFC Fundraising Policy, below are guidelines for administering the policy:

Who should fundraise?

- Only OTFC competitive teams are permitted to conduct fundraising activities.

Why would a team conduct a fundraising activity?

- The OTFC Fundraising policy objective is: “To obtain additional monies for individual teams in order to help defray costs related to tournaments and team building”.
- Teams conduct fundraising activities to defray the costs for an activity that cannot be covered by the team fees collected at the beginning of the season.

Who do the funds belong to?

- Any funds raised on behalf of the Ottawa TFC soccer club, belong to the club. The club gives permission to the team that raised the funds to use the funds for the stated activity.

How should funds be distributed?

- Teams should develop a fundraising agreement that all team parents would read, discuss, agree and sign prior to conducting any fundraising activity (see OTFC Fundraising Policy appendix). This agreement would outline:
  - what activity the funds will be used for
  - What, if any, formula will be used to distribute funds to players based on level of effort during fundraising activities and
  - contingency plans for the funds if the activity is cancelled or a player cannot participate.

What happens to the funds if the activity for which the funds were raised is cancelled?

- Any funds raised on behalf of the Ottawa TFC soccer club, belong to the club. The club gives permission to the team that raised the funds to use the funds for the stated activity. If the activity is cancelled, the monies raised can be returned to the donors, if possible. If it is not possible to return the funds, the team will retain the funds and apply them to a similar activity (e.g. substitute another tournament for the cancelled one) for the same team. If that cannot be done, the club will work with the team to come to a decision on how to use the funds.

If a team agrees to distribute the funds to players based on a formula of level of effort during fundraising activities, what happens to the player's share of the funds if he/she can no longer attend the activity?

- Any funds raised on behalf of the Ottawa TFC soccer club, belong to the club. The club gives permission to the team that raised the funds to use the funds for the stated activity. A team may agree to distribute the funds based on a level of effort formula. If a player cannot attend the activity, the allocated funds can either be redistributed amongst the players attending the activity or put towards a replacement player, if required.