



Ottawa TFC Fundraising Policy

Objective: To obtain additional monies for individual teams in order to help defray costs related to tournaments and team building.

Fundraising occurs when individual teams seek financial support from outside the Club. All fundraising activities, not listed below, must be approved by the Club as its name, logo and mission are used to solicit funds. Ottawa TFC teams must complete a fundraising form (see Appendix B), for all activities not listed below, and submit it to the Board for approval, at least two weeks prior to the scheduled date of the activity.

Guidelines:

- Fundraising shall not be obligatory; neither a player nor a player's family should ever feel coerced into participating in fundraising activities. It is only to be done on a voluntary basis;
- Only competitive teams may conduct fundraising activities. If they choose to do so, a majority of players must be willing and able to participate, and only group fundraising activities should take place;
- Any player who fundraises with his or her team must be in proper Ottawa TFC uniform and conduct him or herself in a manner that reflects positively on the Club;
- The Club does not encourage minor players going door to door unless accompanied by a responsible adult;
- It is recommended that a Fundraising Agreement be completed by all parents involved in team fundraising in order to ensure that funds are fairly distributed (see Appendix A).

Pre-approved activities: The activities listed below have been pre-approved by the Board and may be undertaken at any time:

- Selling a product in exchange for a donation: chocolate bars, popcorn, T-shirts etc. **No** alcohol, tobacco, marijuana or weapon-related products may be sold.
- Holding a BBQ
- Providing a service in exchange for a donation: car wash, lawn cutting, recycling drives, grocery packing, etc.

Lotteries and Raffles: Any activity where there is a chance to win something in exchange for money, requires a lottery licence. This includes such things as raffle baskets, 50-50 or winning your groceries back. **Club approval MUST ALWAYS be obtained for every event of this type. Please contact fundraising@ottawatfc.com for further information.**

Appendix A



Ottawa TFC Player Account and Fundraising Agreement

In order for the Ottawa TFC **[team name]** to be successful it takes a TEAM. A team of dedicated coaches, a team of hardworking athletes, a team of support staff working behind the scenes, and finally, but most importantly, a team of committed parents. As a parent of one of these athletes, you are responsible for helping to raise/contribute money that will be used to cover team expenses. The fundraising treasurer **[name]**, will manage all player accounts and keep you up to date on current balances, as well as keep you informed of upcoming fundraising opportunities. There are several options on how to contribute. There will be a variety of individual fundraisers this year that will include: **[list of planned activities]**

The Ottawa TFC **[team name]** cannot operate without the cooperation of, and contributions from, our families. Fundraising is a very important part of our program and makes it cost effective for parents to pay their player's account. All players/parents are required to participate in at least **[number]** of fundraisers for your player to benefit from a portion of the fundraising proceeds. Failure to participate in at least **[number]** of fundraisers will mean forfeiture of your player's raised funds.

Please remember that in addition to the required amount of fundraisers, all players MUST participate in team building fundraisers that are required by the coach (*optional).

Our family will contribute to the Ottawa TFC **[team name]** by: (please check one of the following options)

- We do not plan on participating in individual fundraisers and we will assume any applicable team fees and expenses of my player's team when requested by the team manager. We understand that our player is still required to participate in the team building fundraisers (if applicable) that are considered mandatory by the coach.
- We plan to participate in individual fundraisers and strive to fundraise the required amount by **[date]**.

We understand that the Ottawa TFC **[team name]** relies on our cooperation and contribution and we fully intend to follow through with the above agreement.

Player Name _____

Parent Name(s) _____

Signature of Parent _____ Date _____

Appendix B



Ottawa TFC Fundraising Application Form

Please complete this application form and submit it to fundraising@ottawatfc.com two weeks prior to your proposed fundraiser. Your application must be approved by the Ottawa TFC Board of Directors prior to publicizing or holding the event/activity.

Contact Information

Team Name: _____ Team Official: _____

Phone: _____ Email: _____

Event/Activity Information

Event/Activity Name: _____

Date(s): _____ Time(s): _____

Location: _____

Event/Activity Description: _____

How will you raise funds through your event/activity?

Ticket Sales Donations Auction/Silent Auction

Other (please specify): _____

How will you promote* your event/activity? _____

*All materials featuring the name and/or logo of the CUSC must be approved by the CUSC prior to publication.

Team Official Signature: _____ Date: _____

--Ottawa TFC ADMINISTRATIVE USE ONLY--

Approved by (please print): _____

Signature: _____ Date: _____