

*Fundraising
Mount Pearl-Paradise Skating Club
Guidelines and Policies*

A fundraising policy was created to help fundraise money for the Mount Pearl- Paradise Skating Club and club members to help offset the additional costs of the sport. The Director of Fundraising will plan and oversee all fundraising events for members of the club. All club members in good standing are eligible to participate in fundraising activities.

Any lotto licenses will be obtained through the Director of Fundraising ONLY for any activities requiring a license. This applies to all skaters and teams.

All skaters will receive details via the Club FaceBook Fundraising page (MPPSC Fundraising News)- details will include the description of the fundraiser, attaching any flyers etc; potential profit; Order and Payment Deadlines.

Skaters and Parents are responsible for submitting their orders and FULL as required per event (via Credit Card on Cognito or EMT to MPPSC.fundraising@gmail.com), absolutely no cash payments will be accepted. Unfortunately, if you miss a deadline (order and payment)- **WE WILL NOT BE ABLE TO PLACE YOUR ORDER.**

Details on when product will arrive will be communicated to you via the same FaceBook page above. Skaters and Parents are responsible for pick up at the designated date and time, nothing will be held for a different pick up date or time. Skater accounts will be sent out monthly via team managers.

When paying online via credit card on Cognito- there will be a slight processing fee, however, skaters will not be charged the basic admin fee on their account this year.

ABSOLUTELY no sales of fundraising items can be conducted at the rink, or during club programs. Anyone who fails to abide by this will be prevented from participating in fundraising going forward. Anything sold in the arena or during programs is done for club profit ONLY.

Profit Distribution

All profits will be collected per fundraiser and tallied.

The club will take 5% off the top of all funds raised to support their programs (and cost reduction)

Total income less all expenses and 5% cut for the club equals the total profit.

Total Profits /# sold= profit per unit

Profit per unit will be rounded down to the nearest \$0.25 increment for skater profit per unit.

What is Eligible for Fundraising Expenses?

- Cost of transportation & Accommodation for competitions Clareville or further:
 - Hotels; Flights; Buses (reasonable and customary amount based on competition needs)
- Choreography:
 - where a choreographer is brought in from away
- Official Warm-Up/Off-Ice Practice Wear:
 - Items from Lululemon club order, MAX one of each item in the skater's size
 - Black Zip up MUST have Club logo.
- Official Club Attire:
 - Jacket; Bag; Scarf; Other Club attire as offered by the club.
 - including the Cost of Embroidery on these items
- Special competition wear
 - Atlantics Jacket; Provincial Team Jacket
- Seminars
- Competition/Equipment Expense
 - **At year-end**, remaining balances in a skaters account can be put towards expenses not included above for the following expenses incurred in the skating year (receipts MUST be submitted for the current skating year):
 - Competition attire:
 - Competition outfit (supplier of choice includes crystals/beading)
 - Competition Registration where not paid by club.
 - Boots and Blades

Disbursement of Funds

All reimbursements will require receipts and club expense form –Please print and submit!!

Expense claims will be taken 2 times per year for cash out of expenses (note funds in account will be used first before skater is required to make payment on an expense):

- November 30 (on or about)
- April 30 (on or about)

****NOTE the Competition/Equipment expense is only claimable on the April 30 claim.**