



WINNIPEG SOUTH END UNITED (WSEU) SOCCER CLUB

Revised August 8, 2012

SUBJECT: Fundraising

Objective

This policy provides guidance with respect to fundraising activities conducted by teams, members, representatives and/or groups within Winnipeg South End United (WSEU).

Approval Process

Any fundraising or sponsorship activity conducted by teams, members, representatives and/or groups within WSEU *must* be approved by the WSEU Executive prior to the commencement of that fundraising activity. No exceptions. A submission shall be made in writing by the members or representatives citing the details of the activity. Failure to adhere to this policy may result in disciplinary sanction including, but not limited to, suspensions.

Procedure

- Complete the attached “Team Fundraising Application Request” form and attach any other relevant documentation including permits, applications, etc.
- Submit the proposal to the WSEU Executive at least four (4) weeks prior to the proposed commencement date of the activity.
- WSEU Executive will endeavour to provide an official response within two (2) weeks of submission.
- Upon completion of the activity, you *must* submit a final report to the WSEU Executive with respect to your fundraising activity.

All submissions shall be reviewed on a first come, first serve basis by the WSEU Executive. Submissions *must* meet the Fundraising Policy Criteria noted below in order to be considered.

Fundraising Criteria

- Where required, proper permits *must* be obtained and copies included in the submission to the WSEU Executive.
- The activity *must not* bring the Club into disrepute.
- The use of WSEU name, crest or logo is *not* permitted without the prior consent of the WSEU Executive (i.e. unauthorized use of logo on raffle tickets, signage, etc.).



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- Team officials, parents/guardians, players and members *must* take full responsibility for any activity and any consequence thereof.
- All funds *must* be collected into a bank account at HSBC, 1560 Kenaston Boulevard, Winnipeg Manitoba and held in the name of the group or team (i.e. WSEU 2000 Boys Team Smith) with two (2) signatures. One (1) signature representing your team and the other signature from the Treasurer, WSEU Executive.
- Monthly bank statements *must* be mailed directly to the Treasurer, WSEU Executive on a regular basis and may be picked up by the team representative.

Recommendations

- Develop a measureable goal or objective with clear expectations.
- Establish a budget for the activity to which the proceeds of the fundraising will apply.
- Obtain agreement on the budget and the fundraising activity from the participants well in advance of the planned activity.
- All participants *must* be in agreement to the proposal prior to submission.
- Evaluate the proposed activity against the policy criteria listed above.

WSEU has established the following procedures and guidelines so all participating parties are clear on their role and responsibilities. If you have additional question regarding fundraisers, please contact the WSEU office at officemanager@wseu.ca.

Please note that all funds raised become pooled team funds and *not* individual funds. Any unused portion of funds raised *must* remain with the team and will *not* be distributed to the families, or alternatively, the unused funds will be placed into general revenue of the Club.

Please note that all decisions made by the WSEU Executive are final.



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Team Fundraising Application Request

Team Name and Age Group	
Date of fundraising event	
Location	
Purpose of the fundraising event?	
Brief description of the Fundraising Event (please attach additional pages if required).	
Who is participating in this event?	
Expectations of your team?	
Amount of money expected to be raised	
Date fundraising will conclude	
<u>Name of Team Contacts</u> <ul style="list-style-type: none">• Primary Contact• Secondary Contact• Event Organizers	