



FUNDRAISING GUIDELINES – Effective Fall 2011

Fundraising is a vital part of most organization. However, per Bylaws, THA must sanction all fundraising within the association – including those that take place at the team level. THA does not have a Fundraising Committee but certain actions must be taken by a team depending on the type of fundraiser.

There are three types of Fundraisers in the Trenton Hockey Association.

1. **Pre-Approved** – does not required board approval to proceed but the Fundraiser Application form must be attached to the Financial Statement that is submitted for the month that the fundraiser ends and the financial information must be shown as a line item on the Financial Statement.

- Golf Scramble
- Bottle Drives
- Brochure Sales *
- Product Sales (Candy, Cookies, Pizza, Candles, Smencils, Calendars, Popcorn, Purses, Cookie Dough, Logo Items, etc.) *
- Bowling
- Recycling
- Paper Drives
- Dream Dinners
- Coupon Books
- Restaurant Nights
- Scrip Cards
- Discount Cards
- Battery Drives
- Scrapbooking
- Sponsorship & Donations **

Teams are responsible to contact the city to comply with ordinances within the community and to ensure that there are no reported simultaneous events going on at the same time (i.e. don't do a bottle drive on the same day as another organization is)

**Teams are responsible for making sure that safety comes first when it involves minors and door to door sales. Minors should not fundraise alone or with another minor. A responsible adult should be in attendance at all times and the areas of focus should be known to others.*

*** Sponsorship and Donations should be acknowledged with a receipt. THA has a standard letter for use by the team that should be provided to contributors for tax deduction purposes.*

2. **Un-Approved** – Many of these require a gaming license issued by the State of Michigan. THA does not have a gaming license and issuance is not being expanded. Other reasons may include liability to the association

- Poker
- Millionaire Party
- Texas Holdup
- Charity Game Tickets
- Casino
- Card Tournaments
- Travel Oriented

3. **Pending Approval** – any fundraising idea (i.e. raffles) that is not part of the above categories must be submitted to the board for approval before starting. Allow adequate time for the request to be processed at the next board meeting and submit completed application to the Division Director. SEE FUNDRAISING APPLICATION. Will be available on the website trentonhockey.org