



FUNDRAISED MONEY POLICY

September 2024

PURPOSE AND SCOPE

Throughout the year, the Potential Volleyball Club (“PVC” or the “Club”) offers its members the opportunity to participate in various types of fundraising. This policy is meant to clarify how the fundraised money is to be used and what happens to any remaining funds when an athlete leaves the Club.

FUNDRAISING OPPORTUNITIES

All fundraising opportunities are available to **all** athletes and/or parents/guardians to express interest in participating in and will be offered in a fair and transparent basis. Fundraised money is allocated as follows:

Grocery Bagging

- The event organizer receives 2% of the total amount fundraised from each event planned; to be applied to the specified athlete’s fundraising account.
- PVC retains 3% of the total amount fundraised; to be applied to helping offset Club operational costs.
- The remaining balance is divided by the total number of hours worked by all volunteers, with each volunteer receiving a credit to their/the athlete’s fundraising account based on the number of hours worked.

Bingo

- The event organizer receives \$20.00 for each event they secure for the Club; to be applied to the specified athlete’s fundraising account.
- The number of workers required will be determined by the vendor (generally Elk’s and/or Tree of Peace).
- PVC retains \$50.00 from each Bingo event; to be applied to helping offset Club operational costs.
- The remaining funds will be divided evenly amongst those that worked
i.e. The Club is paid \$250.00 for a bingo that 2 volunteers work. \$20.00 goes to the event coordinator, \$50.00 goes to the club, the remaining \$180.00 will be split amongst the 2 workers, equally \$90.00 each.

Bottle Depot Donations

- Anyone can drop off donations to the Bottle Depot to go towards the Club. This can be accomplished as follows:
 - a) informing the staff that you would like to make a donation to Potential Volleyball Club or;
 - b) by inputting Potential Volleyball Club’s information onto the screen (right hand side of depot). You can print off a maximum of 10 tags to go on your bags.
- If you would like your donation to go towards your (or your athletes) fundraising account, you must email the Club (info@potentialvolleyball.com) the same day stating what you dropped off and for who (i.e. 5 bags)
- Once the Club receives the documentation from the Bottle Depot we will confirm your drop off/fundraised amount.
- If donations are made anonymous, all funds will go directly to the Club towards operational costs.

Other Fundraising Events

Other fundraising opportunities are always welcomed for discussion. All suggestions are to be sent to info@potentialvolleyball.com for Board of Director (“BoD”) discussion. To move forward with any proposed fundraising opportunity, the following information is required in the email to the BoD:



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- Description of the event
- Financial explanation to include how the fundraised money will be divided

Once received, the BoD will determine whether they will approve the Club to participate and will issue written approval or denial to the requestor.

CLUB RESPONSIBILITY

- The event organizer will maintain a list of all money due and earned for each member of the Club and provide that information to the Club and/or BoD Treasurer once the event is finished.
- The Club and/or BoD Treasurer will maintain and keep up to date records of fundraising transactions and athletes fundraising balances
- An account balance can be provided upon request upon written request to info@potentialvolleyball.com

FUND USE

- Funds in the athlete's fundraising account can be used for Club fees including try out and/or registration fees and costs towards travel (including but not limited to flights, accommodation, rental vehicle, tournament registration, etc.)
- Funds can be used by a parent/guardian if they are participating as a coach or chaperone, to cover travel expenses.

Requests to use funds must be submitted to info@potentialvolleyball.com.

***Under no circumstances can funds that are anticipated to be received from future fundraising opportunities be applied to previous fees (i.e.: registration, tournament, etc.)**

END OF SEASON FUNDRAISING ACCOUNTS

- Fundraising balances will automatically be brought forward to the new season.
- Athletes who have fundraising credits, but cannot return to the Club the following season, can request to have their funds held over in their name for a maximum of one year. They will need to submit a written request to the BoD prior to October 31st each season, explaining why they cannot return. Extensions are only granted under extraordinary circumstances, at the discretion of the BoD.
- If an athlete does not return to the Club the following season, funds may be only transferred to a sibling, who is a registered member of the Club upon written request.
- If the athlete does not return to the Club the following season **for any reason** and they also do not have a sibling registered as a member in the Club that season, **they will forfeit their fundraising credits.**
- If an athlete has requested to have their funds held in their name for a season and does not return to the Club that following season, their funds will automatically be forfeited.

Under no circumstance can any portion of a fundraising account balance be paid out in cash.



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ACKNOWLEDGEMENT & AGREEMENT

Parent/Guardian Name

Athlete Name

Parent/Guardian Signature

Athlete Signature

Date

Date