



Hyland Hills Hockey Association
Fundraising Guidelines
Revised: September 2010

Fundraising

HHHA Board of Directors understands and encourages 100% player participation in all team activities including fundraising. Fundraising is an important aspect of team budgeting. HSHA Board of Directors appreciates all efforts made to fund expenses of youth hockey therefore it is the intent of the Board to heavily involve all players and parents in fundraising activities since it is in their best interest to defray the costs of the program.

The Board has three forms of approved manners for disbursing fundraising money:

- 1. Equally amongst all team players regardless of individual participation levels;*
- 2. Equally distribution amongst those that participate in the fundraising event(s);*
- 3. Monies will be disbursed based on each player's generated money from the event(s).*

The Team Fundraising Coordinator will be in charge of determining, with the team's approval, in what manner the funds will be distributed. Each fundraising event can be treated separately and therefore can be disbursed separately.

Fundraising Committee

The Board will appoint a committee and a chairperson to help facilitate all fundraising activities in conjunction in the association. The committee's primary duty is to ensure consistency amongst the association and the Board. The committee will report during the season to the BOD monthly on all current fundraising activities. The committee will help establish if all fundraisers follow the stipulations or guidelines created by the HSHA BOD. The committee will assist teams in the fundraising process.



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HHHA BOD Guidelines for Team Fundraisers

In order to avoid conflicts and provide a uniform understanding amongst teams, Hyland Hills Board of Directors requires that all its members abide by the following guidelines when conducting fundraising activities:

- In an effort to maintain consistency, team managers or delegated team fundraising member must submit their team fundraiser in writing to the Fundraising Chairperson for fundraising approval before being initiated by any member or the team. Prior to the fundraising activities, all individuals must complete an individual acknowledgment of participation in the fundraising activity and have WRITTEN approval from the fundraising committee prior to commencing.
- Teams must designate a Fundraising Coordinator who will be responsible for all communications with the Fundraising Committee. The Coordinator will be also responsible for organizing the approved team fundraisers.
- All team fundraising activities should involve input from all parents. The Team coordinator should be communicating all aspects involved with the fund-raiser with all families involved. The team coordinator, with input from all parents, will decide on one of the three approved manners in which money will be disbursed within the participating individuals. However, if a player's parent or guardian does not sign the Fundraising Request Form submitted by the team by the date requirement set by the Team Fundraising Coordinator, it will be considered an "Opt Out" for that player.
 - Families can formally "Opt Out" of all, or portions of team fundraising by signing the "Opt Out" form at the beginning of the season. Should the family change their mind, the form must be signed again indicating that they would once again like to participate.
- Every family is encouraged to actively participate in all team activities including fundraisers and other volunteer duties required for the success of their team. All families will abide by all policies and procedures set forth by the BOD in regards to the fundraising guidelines.



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- Fundraising activity and sales may not include and will not be limited to: Poker and Casino Nights, Apparel, Concession sales, Pro-shop sales, and/or fundraising activities that would be a direct conflict of the rink or HHHHA vendor contracts.

- Participating team members are responsible for all expenses incurred as a result of Team fundraisers. No individual member of the Association may personally profit or benefit solely by any fundraising activities.

- All of the funds generated from any team fundraising activity during any single season must be spent during that season and must be utilized during the season in which the money was generated. Team financial records must be available for team parents to review upon request.

- After completion of all fundraisers, the Team Fundraising Coordinator will complete the fundraising review form and submit to the Fundraising Committee. This acknowledgment form will help educate other teams on successful or unsuccessful fundraisers.

- Request for use of the HHHHA logo, name, and likeness for fundraising activities will be given to the fundraising committee chairperson who will then obtain approval by the Board.

Sponsors:

One of the most cost-effective ways of team fundraising is by obtaining corporate or individual sponsors.

Sponsorships are a form of fundraising activities to support a specific child or team. Individual teams may not approach sponsors that currently support HHHHA including to but not limit to: web, tournament programs, and newsletter.

In an effort to maintain consistency, please use HHHHA standard sponsorship and consider a thank you letter.



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Approved Fundraisers

The fundraisers listed below are some of the events that may or may not be utilized. While the below fundraising activities are approved, teams still must coordinate to the fundraising committee prior to the participation.

The following is a list of the fundraisers which have been approved by the HHA fundraising committee; but is not an exclusive list and all must go before the committee.

Christmas Wreaths
Chick-fil-A Cheesecakes
Candy Bars'
Coffee
Pudge Brothers Pizza
Krispy Crème
DU Hockey Ticket Sales
Rocky Mountain Rage Ticket Sales
Colorado Avalanche Ticket Sales
Butter Braids
Pastry Puffins
Dinner Spirit Nights: Chick-Fil-A, Outback, Chipotle, Gunther Toody's
Hockey Calendar
DU Hockey and Program Sales
Colorado Avalanche and Program Sales
Golf Tournaments
Scratch Tickets
Car Wash

Fundraising Summary

Please take advantage of all fundraising activities to help reduce fees. Every successful fund-raiser can benefit the entire organization and build team comodore.