

◆ MARLTON RECREATION COUNCIL ◆◆ FUNDING RAISING PROCEDURES

All fund raising requests must be submitted to the teams start committee in writing; i.e.: all soccer teams must go through the soccer committee, football teams through the football committee, etc. The committee should review the request to assure that the selected fund raiser will not conflict with any of the committees other potential ideas or that of another sport's. The sport's commissioner will then submit the fund raising request to the Director of Finance for approval.

Prior to Approval

The request must include

- ◆ Reason for the event - use of funds
- ◆ Details of what the fund raiser is to include, products to be sold or type of fund raiser.
- ◆ Estimate of the cost(s), expenses to be incurred and estimate of the bottom line profit,
- ◆ Location of the event and ◆ information for ◆ the certificate of insurance for any coverage that may be required.
- ◆ All requests should be submitted a minimum of thirty (30) days prior to the beginning date of your fund raiser.

Unless the sport's league or organization carries the required insurance coverage, liability insurance must be purchased, no exceptions. The cost of this insurance must be included as part of the fund raiser's expenses. This one time liability coverage, will not cover another event, will take time to put in place and could cost in the area of \$500 per event.

After the Fundraiser

- ◆ All monies must be turned in to the Treasurer to be deposited into the applicable sport/team's general and/or escrow account **within 4 business days of the event completion.** - no exceptions.
- ◆ A copy of the receipt which details the monies turned into the Treasurer must be forwarded to the Director of Finance.
- ◆ A written report of the fund raiser is required. The report should include the cost of goods, what and who donated items, caterer used, marketing techniques, etc. **and total net amount of fund raiser.** These reports will be kept on file to assist teams interested in future fund raisers. Reviews of these reports will aide the organization in making a sound choice for future events event.

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NOTE: ◆◆◆◆◆◆◆◆◆◆ The more detail in the report the more advantageous to the next team and the organization.

Success and/or failure stories will also give the Director of Finance some assistance in ear-marking what does or does not work. This will also help in giving new teams fund raising advice

