

HHMH FUNDRAISING INFORMATION

The following should help with preparing for your team's fundraising events. If you have any questions, contact the Director of Fundraising.

1. FUNDRAISING REQUESTS

- <u>All</u> requests for fundraising must be submitted to HHMH and must be approved before beginning any fundraiser.
- Please use the current year's link on the HHMH website to submit all requests. (If you saved last year's link to your "Favourites", it may not work).
- Team Managers must follow up with a financial statement detailing the revenue/expenses of EACH fundraiser once it has been completed and submit a summary to the Director of Fundraising. A reminder to keep the receipts should your team be chosen for an audit.

2. Use of HHMH Logos for Fundraising

Teams will be allowed to use the HHMH logo(s) for team fundraising, **if approved by the VP of Administration**. These requests will be considered one-by-one and being granted use of the logo is not guaranteed.

Please submit your Fundraising Request as usual, using the link on the website. The Fundraising Director will work with the VP of Administration and the Board of Directors for review.

If approval to use the HHMH logo(s) is granted by the Board, team's suppliers must sign a "one-time use" contract (will be provided by the Director of Fundraising).

The use of any modified version of the HHMH Thunder logo will NOT be approved. We want the public to associate our organization with our current HHMH logos.

3. Team Fundraising Ideas

It is impossible to list all the fundraisers that "can" or "can not" be done. Examples of acceptable fundraisers are listed below.

Submit your requests and the Director of Fundraising will review each one on a case-by-case basis (and will follow-up for Board approval, if required for logo'd fundraisers.

- Sponsorship banners (only sponsors that are not already HHMH sponsors; please obtain list from the Accountant, if required)
- Bottle Drives (there are restrictions on how many HHMH drives can be held in Acton only)

Fundraising Policies



- Dances (Halloween/Christmas, etc.)
- Hockey Spirit hockey calendars: http://hockeyspirit.com/fundraising.php
- Raffles **license required see note below.
- Silent auctions (teams may not solicit from current HHMH sponsors)
- North Country Meats
- MacMillan's Frozen Foods (Acton)
- Terra Cotta Cookies (Georgetown): www.terracottacookies.com
- 6/49 Bingo
- Hockey or Football pools
- Selling Christmas/seasonal products (i.e. poinsettias)
- Selling magazines
- HHMH unique items (static-cling window decals, temporary tattoos, pins, etc.)

Insurance information

Sanctioned events are covered for members only - players, coaches, and staff.

Travel permits are required which is the approval for insurance purposes.

Any event that is deemed non-eligible will require the team to obtain insurance coverage. As part of the approval process, you will be guided on what event is covered and what is not covered by the Director of Fundraising.

**For raffles, the Alcohol and Gaming Commission's (AGCO) rules/guidelines must be followed.

A license from the Town of Halton Hills (THH) is required for all raffles. The raffle license number must be printed on all raffle tickets. Prizes must be valued at a minimum of 20% of your maximum potential ticket sales.

Information can be found on the AGCO website here https://www.agco.ca/sites/default/files/6004 g.pdf.

There is a nominal fee that must be paid to the THH, based on a percentage (3%) of total prize value. Winners must be posted, and follow-up paperwork must be submitted to the Town following the event.

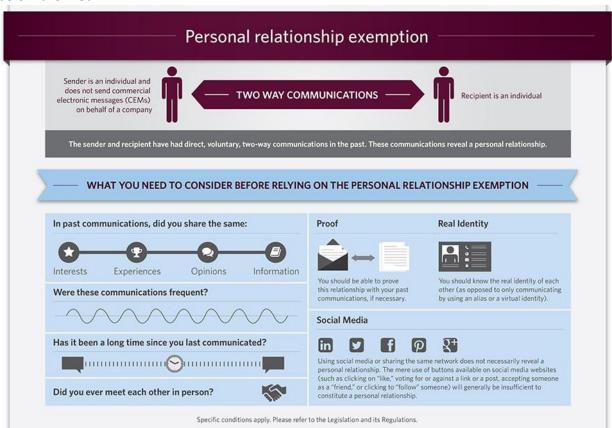


You will need 2 HHMH executive signatures on the application (any two of President, VP, Secretary and Director of Fundraising). They will provide you with the HHMH organization number as well. Email them to plan to have documents signed.

4. CANADIAN ANTI-SPAM LEGISLATION ["CASL"] - EFFECTIVE JULY 1, 2014:

We need to be cognisant of the "CASL" guidelines when sending emails / electronic communications. Teams may send emails to their family and friends when requesting support for fundraisers, however simply sending "mass emails" to everyone in one's contact list is not acceptable.

HHMH parents should be exempt when communicating about fundraising due to a piece of the legislation called the 'Personal Relationship Exemption'. If the email/text sender, Tweeter, Instagramer, Facebook poster, etc. is an individual, they can send personal messages **to people they know** to offer a product or service. To be exempt, ensure the conditions in the infograph below are met.



More information can be found on the CRTC website here:

http://www.crtc.gc.ca/eng/com500/infograph6.htm