



SCMHA Team Guidelines for Fundraising

Fundraising is a great way to supplement your team budget! Please keep in mind the following guidelines when event planning:

- **All SCMHA and OMHA rules are to be followed in regards to fundraising and budget management.** If you are unsure or have a question in regards to the rules, please contact the Fundraising Director.
- **All fundraising event requests must be approved by the Fundraising Director, before you hold the event.** Your event will either be approved or denied. Please be aware that if a fundraiser is in conflict with a similar event being planned by SCMHA your request could be denied.
- **The Team Manager or Social Committee member will complete and submit a Fundraising Request Form to the Fundraising Director via email prior to the event.** If you have multiple events planned, each event will require a separate Fundraising Request Form. You will receive an email advising you whether your request has been approved or denied.
- **A statement of income and expenses must be submitted to the Fundraising Director within 10 days of completion of the fundraiser.** Make sure that you keep a copy of all participants, since any players assigned to another team following the fundraiser are entitled to their share of the proceeds. Should this situation occur, a check for monies owing will be forwarded to the player/parent.

Please note: Failure to comply with any of these guidelines will result in a 3 game suspension of the Head Coach