



FUNDRAISING GUIDELINES

Thank you for your willingness to plan a fundraising event to support the athletes at Mid-Coast Gymnastics Studio. To ensure the fundraising event is a success, please review the fundraising guidelines below. If you have any questions, email a Coasters Vice President at coastersmidcoast@gmail.com.

- ✓ A fundraising planning and approval form must be submitted and approved **before** any fundraiser may occur.
- ✓ All fundraisers must be approved by Coasters members at a regularly scheduled meeting so please plan accordingly as meetings are scheduled monthly. The Fundraising Planning and Approval form must be submitted to the VP at least one week prior to the Coasters meeting for the officers to review. The VP will then present the fundraiser to Coasters families at the meeting and the families will vote to approve or not approve. The fundraiser coordinator should be present at this meeting to answer any questions about the fundraiser. *Note: Coasters officers reserve the right to approve a fundraiser outside a scheduled meeting in extenuating circumstances.*
- ✓ All fundraiser funds must be processed through the Coasters Treasurer.
- ✓ Fundraisers should include all Coasters families.
- ✓ Fundraiser coordinators are responsible for organizing the fundraiser including, but not limited to advertising, collecting and recording all income and expenses, collecting receipts, collecting tickets/orders, coordinating volunteers, attending and overseeing events from set-up to breakdown, etc. Coasters officers are not responsible for the fundraiser.
- ✓ Fundraiser coordinator will share contact information allowing Coasters families to contact them with questions.
- ✓ Coasters Vice President will create an event on Facebook and may email families with any flyers, tickets, information, etc. upon request from the fundraiser coordinator. The event will also be added to the fundraiser calendar on the Coasters Facebook page.
- ✓ Copies of all advertisements must be submitted to Coasters VP prior to distributing.
- ✓ Profits from the fundraiser as well as a spreadsheet including all income and expenses must be submitted to the Coasters Treasurer within 72 hours of the fundraiser closing. The spreadsheet must include information for funds distribution.
- ✓ At least two people must count the profits at the fundraiser and include their initials with the funds. If the Treasurer or another Coasters officer is available, he/she should be one of the people who counts the money. The Treasurer will take the funds with him/her when they leave the event.

- ✓ Any cash that the fundraiser organizer receives and then uses for expenses must be documented with receipts.
- ✓ Receipts from any purchases made for the event must be submitted for reimbursement to the Treasurer within 72 hours of the event. If receipts are not submitted, reimbursement will not be approved.
- ✓ Profits from the fundraiser will be shared at a subsequent Coasters meeting. There must be at least one week between all the information being submitted to the Treasurer and the meeting, otherwise it may be at the second meeting after the fundraiser.
- ✓ Coasters families may vote on the final distribution of funds.
- ✓ The fundraiser coordinator may receive a coordinators incentive of additional points not to exceed \$75 for ticket/order type fundraiser, or \$150 for event fundraiser, or 10% of the profit. The final amount will be voted upon by Coasters families at the scheduled Coasters meeting when the fundraiser profits are discussed. Depending on the size of the event multiple chairs may also receive this incentive, but this must be noted on the original fundraising planning form and approved by Coasters families.
- ✓ Individual points earned will be available within two weeks after the Coasters meeting where the fund distribution is voted on.

EVENT FUNDRAISERS

- ✓ The fundraiser coordinator is responsible for setting up and cleaning up the facilities before and after the fundraiser. If using Mid-Coast facilities, the space must be returned to exactly how it was before the event. This includes returning any equipment back to its original location.
- ✓ Coasters will create a Signup Genius event to help organize volunteers, if necessary, upon request from the fundraiser coordinator.
- ✓ All volunteer hours must be recorded on a volunteer spreadsheet with volunteers recording their time in, time out, job description, and chair initials. Points for volunteer hours will only be given for time spent setting up and cleaning up at the event venue and the actual event.





FUNDRAISING PLANNING & APPROVAL FORM

ALL FUNDRAISERS FOR ANY MID-COAST TEAM ARE REQUIRED TO BE APPROVED BY COASTERS. This form must be completed and submitted to a Coasters Vice President who will share it at the next Coasters meeting. The form must be received one week prior to the Coasters meeting so the officers may first review. Coasters families who attend the meeting will then vote to approve or not approve. This form must be approved before planning may begin.

Fundraiser Coordinator: _____

Phone: _____ Email: _____

Name of fundraising event: _____

Date: _____ Time: _____

Location: _____

Organized by: Cheer _____ Dance _____ Gymnastics _____

Co-chairs: _____

Describe the fundraiser. *What is it? How will it be organized? How will it run? Etc.*

Where will profits be distributed? individual points acct ___ general fund ___ both ___
If general fund is selected, money will go into the general fund for the team noted above.

Briefly explain how the money will be distributed. *Include the fundraiser incentive if choosing to receive.*

Will you need money up front from Coasters?

YES

NO

If YES, how much money? \$_____

Explain what the money is needed for.

What, if anything, is needed from Coasters?

What, if anything, is needed from Kim and Mid-Coast?

_____ Attach any flyers, which may be distributed for this fundraiser. This includes information sheets for gym families and advertisements.

_____ **I have read the fundraising guidelines and agree to adhere to them. I understand that if the guidelines are not followed, future fundraising approval may be denied.**

Fundraiser coordinator signature: _____

-----below to be completed by Coasters Officer-----

Approved _____ **Not approved** _____ **Coasters officer initials:** _____



SAMPLE SPREADSHEETS

The spreadsheets that follow may be used to help track income/expenses, volunteers, ticket orders, etc. You may choose to use any or all spreadsheets that may help you organize the fundraiser or create your own as long as they meet the fundraiser guidelines.

FUNDS DISTRIBUTION



TEAM	Amount to be deposited in general account
TOTAL	\$

Athlete's Name	Amount to be deposited in individual points accounts
TOTAL	\$

SAMPLE SPREADSHEET

This sheet may be used to record money for fundraisers when tickets are sold.



FUNDRAISER: _____

Athlete's Name	# of Tickets Sold	Money Collected	Payment(s) received (enter all check #'s with amounts)	Amount to be deposited in points acct
TOTAL		\$		\$



Volunteer Hours

For fundraising events, all volunteers should record any hours worked. This spreadsheet may be used for documentation.

EVENT: _____

Parents Name	Athlete's Name	Time In	Time Out	Job	Chair Initials	Total Hours