



BTB Fundraising Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) **Donors** – The parties (groups, organizations, individuals) that are solicited for funds
 - b) **Sanctioner** – The Organization (BTB)
 - c) **Venture** – A fundraising proposal that is project-specific or event-specific

Purpose

2. The Organization supports raising funds through fundraisers and suggests that each team or participant consider its own fundraising activities. This Policy assists both the Organization and its teams and participants with making proper and informed decisions about fundraising; particularly so that all fundraising ventures have a likelihood of profitability, effectiveness, efficiency, and are reflective of the Organization's values.

Application of this Policy

3. This Policy applies to the Organization and its teams and participants.

Fundraising Principles

4. The Organization and its teams and participants shall consider and apply the following principles when determining whether or not to approve a fundraising Venture:
 - a) Profitability; whether or not the result of the Venture is expected to exceed the time and resources invested in its implementation
 - b) Feasibility; that the Venture is able to be executed and monitored
 - c) Cost-effectiveness; that all costs (both up-front and hidden) must be factored into the expenses of the Venture
 - d) Jurisdiction; that the team or participant receiving the benefits of the Venture is identified and clarified
 - e) Adheres to values; that the Venture must be in line with the values of the Sanctioner
 - f) Unconfirmed income; that the funds raised from the Venture must not be budgeted as hard revenue
 - g) Tax receipts; that the Venture must respect all federal and provincial/territorial laws and regulations governing fundraising and tax receipts
 - h) Fairness; fundraising must be done fairly and provide an equal opportunity for all team members to raise money.

Pre-Venture Procedure – please visit btbsoccer.com and complete the online form. The Director of Operations will provide approval within 48 hours.



5. The proposal **MUST** be submitted to the Sanctioner for approval before the Venture may begin. The Sanctioner shall approve or reject the proposal within 48 hours of receiving it.
6. If the proposal is rejected, the Sanctioner shall explain reasons for the rejection. A revised proposal may be submitted to be accepted or rejected by the Sanctioner within ten (10) days of receiving the revision.

Organization Approval

7. The Organization must approve any Ventures that are intended to be province/territory-wide and that may solicit funds primarily from outside the region. Further, any Ventures that may be in direct competition or conflict (in terms of location or Donors solicited) with Ventures from other organizations must also be approved by the Organization.
8. Approval must be obtained from the Organization before any Venture is initiated that is radical, unusual, or that contravenes sections of this Policy.

Solicitations

9. Donors solicited must receive informed, accurate, and ethical advice about the value and tax implications of contributing to the Venture.
10. All communication with Donors must be accurate, reflect the Sanctioner's values, and conform to this Policy.

Post-Venture Procedure

11. Once the proposal has been approved, and during and after the Venture's fundraising activities, the Venture must:
 - a) Comply with all applicable local, provincial/territorial, and federal laws
 - b) Not engage in activities that harm members or volunteers, that conflict with ethical or legal obligations (pursuant to the *Code of Conduct and Ethics* and the *Conflict of Interest Policy*), or that exploit a relationship with a potential Donor, member, employee, or volunteer
 - c) Track all funds and benefits collected, record all expenses, and determine the net result of the Venture
 - d) Distribute benefits and funds as per the Venture's proposal
 - e) If an AGLC license has been issued, be sure to submit the final report.
12. When the Venture has concluded, a report must be submitted to the Sanctioner detailing the result of, and distribution of funds and benefits from, the Venture. If approval from the Organization was



required for a Venture (under the **Organization Approval** section of this Policy) a report must also be submitted to the Organization.

- a. This can be done through email to the Director of Operations.

Approved by the BTB Board of Directors