Team-Based Fundraising Process

1) Team decides to raise funds
    a. Purpose must be specified
    b. Method must be decided
    c. Timing is determined
2) Team alerts Sub-Committee of intent to raise funds
    a. Fill out **Fundraising Form**
    b. Submit form to Sub-Committee
3) Sub-Committee examines forms
4) Team fundraises during season
    a. Each event or call for funds must fall under the purposes of the original intent to raise funds
    b. Each event is recorded in the **Fundraising Event Spreadsheet**
    c. All team income and expenses are recorded on a **Team Expense Spreadsheet**
    d. Any new fundraising requires a new **Fundraising Form** to be submitted
5) Team balances out account at the end of the season
    a. All remaining funds are returned to players depending on their contribution
6) Team submits all records of fundraising at end of season to Sub-Committee
    a. The **Fundraising Event Spreadsheet**
    b. All **Team Member Account Spreadsheets**
    c. **Team Expense Spreadsheet**
    d. All original receipts
7) Sub-Committee prepares report of all team fundraising activity for the Board.

-It is highly recommended that the team opens a bank account and submits all bank statements with the receipts at the end of the season.

-Any team raising over $2,000 must open a CWSC bank account

-Contact CWSC for a letter to open the bank account

-Any funds raised for a trip out of the province are earmarked for that trip. If a player that participated in fundraising for the purpose of that trip cannot attend, they forfeit any right to that money. Records for any such fundraising must be kept separately from regular season funds.