



Donation and Fundraising Policy

This policy is intended to document the organization's practice for managing donations received from sources such as sponsors and corporate donations. It will also address organizational and team fundraising activities and associated responsibilities.

1. Donations:

It is the intent of the policy to ensure that donations received are used for the maximum benefit of the organization and its members.

All charitable donations will be deposited into the Sarnia Braves General bank account. This provides the maximum flexibility for the use/disbursement of the funds.

Charitable donation funds received from a sponsor, corporate donor or memorial funds will not be targeted toward a specific team, rather these funds will be utilized to support ongoing activities of the organization (i.e. capital improvements). These funds will be held in the Capital Improvements account until they are utilized for an appropriate project.

The Sarnia Braves Executive will determine whether money received is categorized as a donation or fundraising in consultation with the source of the funds.

2. Fundraising Activities:

This policy covers fundraising activities of the Sarnia Braves Baseball organization as well as individual team fund raising activities.

- a) All fundraising activities must be approved by the Sarnia Braves Executive using the approved application form.
- b) All required licences for fundraising activities (i.e. Cash Calendar, Catch the ACE, Baseball Mom's raffles) will be obtained by President or Treasurer.
- c) All reporting requirements associated with the fundraising licences will be completed and filed by the Treasurer.
- d) The revenue and expense for all fundraising activities will be processed through the Sarnia Braves bank accounts. The specific account used will depend on the fundraising activity.
- e) The net revenue from fundraising activities will be disbursed according to the rules governing that particular fundraising activity (raffle and bingo proceeds have specific rules regarding the use of the funds).
- f) If a team has an approved fund-raising activity (i.e. Catch the Ace), then the funds raised, and the related costs from that specific fund-raising activity will be tracked separately from other fundraising activities. These special fundraising activities will be the responsibility of the team, and the Sarnia Braves will not be responsible for absorbing any losses associated with the activity.



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- g) The Baseball Moms may operate fundraising activities on behalf of the organization. Any required licences will be handled per the above. The disbursement of the net proceeds from the Baseball Moms fund raising efforts will be directed by the Baseball Moms.
- h) Revenue received through a corporate volunteer recognition program will be directed toward activities of the team associated with the adult receiving such corporate recognition. Use of the funds must be approved by the Executive prior to any commitments/expenditures being made. Funds remaining at the end of the current season will become part of the general operating funds of the organization.

Revision Date	Updated by	Board Approval Date	Revision History
09-Feb-19	Allan Ebert	12-Feb-19	Minor revision to document who issues charitable donation receipts and added statement regarding categorization of funds.
13-Nov-19	Allan Ebert	20-Jan-20	Removed reference to issuing charitable receipts. Reflects use of donations received for capital improvements Added new Clause 2 h)