

Terrace Skating Club Policy & Procedure Manual

Volunteer/Fundraising Policy

The Terrace Skating Club elected board and executive has the responsibility of maintaining the financial viability of the TSC. In addition to registration fees, fundraising is an expectation of each and every member to ensure the continued financial success of the club and its members. The following policy describes TSC expectations with regards to fundraising for each member.

The TSC will appoint a Fundraising Chairperson to oversee the fundraising events for the season. Fundraising events will be at the discretion of the Fundraising chairperson, though the chairperson may elect to have others run/organize fundraising events at any time throughout the season.

To ensure equitable and fair fundraising work and fundraising benefits, the TSC has created a fundraising schedule for all skaters at the TotSkate, CanSkate, Pre-Junior and StarSkate levels. Parents and guardians are required to read and sign off on the Fundraising Agreement at the time of registration or within the first week of regular season commencing.

The Fundraising Agreement entitles the TSC to retain a post-dated fundraising cheque from the skater's family. In the event that the skater does not fulfill their entire fundraising commitment before the final day of skating, the cheque will be cashed. Once the skater has fulfilled their entire fundraising commitment, the cheque will be returned to the family either by mail or hand delivery. Tracking of volunteer hours will be completed on an "honour system" sign in. Fundraising amounts raised by each skater will be tracked by the fundraising chair.

The following table describes the fundraising commitment for each level of registration.

Skating Level	Fundraising Cheque Amount	Fundraising Commitment	Volunteer Expectations
TotSkate	\$25.00 post-dated cheque per family	-1 book of raffle tickets	-Carnival
CanSkate	\$25.00 post-dated cheque per family	-1 book of raffle tickets	-Carnival
Pre-Junior	\$35.00 post-dated cheque per skater	-2 books of raffle tickets -\$25.00 Skate-A-Thon pledges	-Carnival -Music playing
StarSkate	\$50.00 post-dated cheque per skater	-3 books of raffle tickets -\$50.00 Skate-A-Thon pledges	-Carnival -Music playing -Test days/seminars

In addition to raffle tickets and Skate-A-Thon, other fundraising opportunities may arise throughout the season such as selling Purdy's chocolates, bottle drives, etc. These additional fundraisers will not be mandatory but may be used to off-set and reduce costs of special events such as seminars, competitions, and test days.

Volunteering for music playing and Program Assisting will result in your family receiving Terrace Skating Club credits. Credits will be afforded at the rate of \$5.00 per hour. Credits will be distributed monthly and can be used same as cash for TSC costs such as registration, competition fees and test fees. They do not expire.

Volunteer/Fundraising Agreement

Skater Name: _____
Registered Program: _____

I, _____ (*parent/guardian*), agree to provide a post-dated fundraising cheque in the amount of \$_____ in accordance with the Terrace Skating Club Volunteer/Fundraising Policy.

I understand that this post-dated cheque will be cashed after the final day of regular skating in the event that I do not meet my child's fundraising commitment or returned by mail or hand delivery when I have met my child's fundraising commitment.

Parent/Guardian

Date

Registrar

Date

For TSC Office Use Only
Cheque Number _____ Amount _____
Fundraising Met Date _____
Cheque Returned Yes No
Cheque Cashed Yes No