



The Red Deer Community Band Society
Box 84, Red Deer, Alberta, Canada T4N 5E7



Fundraising Policy

This Fundraising Policy will be part of the Red Deer Community Band Society (RDCBS) Operations Manual and will be available to all members of the RDCBS on the Red Deer Royals website.

Background:

The Red Deer Community Band Society is committed to keeping the costs of participating in the Red Deer Royals Marching Band affordable for all youth. To do so, the band society must fundraise in order to subsidize the expenses of the band (such as transportation, facility rentals, uniforms, instruments, etc.). In addition, the band society enables each member to accumulate fundraising credits (through projects such as Bingo, raffle ticket sales, catering, etc.) which they can apply to their expenses (including fees, tours, camps, uniforms, etc.) to offset the costs of belonging to the band.

Policy

This policy was created to ensure that RDCBS (Red Deer Royals) maintains high standards of integrity and stewardship in its active fundraising activities. The organization will make every possible effort to ensure that this policy is current, relevant, and consistent to achieve this objective.

Adherence to this policy is paramount to ensure that the organization maintains ethical and fair fundraising by all its members.

1. Procedure:

Fundraising Committee

- A Fundraising Committee will be utilized to oversee the fundraising tasks. The Fundraising Committee will report regularly to the Board.
 - The fundraising committee will consist of the Fundraising Chair, the Member Credits Coordinator, and the initiative coordinators (ie. Bingo Coordinator, Raffle Coordinator, Catering Coordinator, Casino Coordinator, etc.)



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- All fundraising activities **must** come through the fundraising committee to RDCBS Board for final approval, which will be recorded in Board meeting minutes.
- The fundraising committee shall make recommendation to the board annually to set the credit remuneration for each approved activity.
- The fundraising committee shall recommend the number of slots/member for fundraising activities (such as bingo, casino, mall sales, etc.) where the number of people wishing to participate exceeds the number of slots available. This recommendation will be presented to the RDCBS Board for final approval and will be recorded in the minutes.
- The Fundraising Committee shall annually prepare a summary of fundraising events for the year, which is presented to the membership at the fall parent meeting.
- All fundraising Co-ordinators must have a Criminal Record check on file with the RDCBS
- **Volunteers who manage/co-ordinate a fundraising initiative will be responsible for all funds, product and/or tickets.**
- RDCBS Collection sheets for all fundraising initiatives will be provided

Fundraising Coordinators

- **Fundraising Chair**
 - Coordinates the operation of the fundraising committee and reports to the board at its regular meetings.
 - Sets and chairs fundraising meetings throughout the year
 - Communicates with the board and executive
 - Communicates with parents
 - Supervises initiative coordinators
 - Counts funds with each respective fundraising co-ordinator
 - Collects funds from respective Co-Ordinators and hands over funds with completed RDCBS collection sheet to Treasurer
- **Member Credits**
 - Works with the Membership Treasurer to verify credit information
 - Ensures credits are applied to the members CHARMS accounts within six (6) weeks after the completion of a fundraiser
 - Attends Fundraising Committee meetings

- **Bingo Coordinator**

- Represents the RDCBS on the Red Deer Bingo Centre Board. Attends all Red Deer Bingo Centre meetings or appoints a delegate to attend in their place
- Collects and communicates bingo dates and ensures they are posted on the Red Deer Royals webpage as sign-up sheets
- Advises the membership of available bingo dates as quickly as possible after they have been posted on the website (through Wednesday evening announcements, email fanout and private Facebook page)
- Collects member sign in sheets from the bingo hall
- The Bingo Co-ordinator may enter Bingo credits into the CHARMS account if time restraints allow. Otherwise, credits are forwarded to the Member Credits Coordinator to be entered within four (4) weeks after each bingo
- Collects paperwork from the bingo hall and sends it to the Treasurer in a timely fashion
- Monitors the number of bingos worked by each member and ensures fairness and equity of access to bingo shifts according to the quotas set by the Fundraising Committee
- Reports any issues with bingo workers or the bingo hall to the Fundraising Chair and follows the guidelines of the Bingo Policy in maintaining a good relationship with the Bingo Hall by ensuring members are following the Bingo Worker Guidelines in the Bingo Policy
- Attends Fundraising Committee meetings

- **Raffle Coordinator**

- Works with the Treasurer of the RDCBS to apply for AGLC licences and ensures all regulations and paperwork are followed and completed
- Counts all funds collected with the Fundraising Chair
- Records funds collected on appropriate RDCBS collection sheet
- Submits member credit information to the Member Credit Coordinator within four (4) weeks of completion of
- Distributes raffle tickets among members equitably according to guidelines set by AGLC and the Fundraising Committee
- May coordinate sales tables at public venues (such as malls) in consultation with the Fundraising Committee
- Attends Fundraising Committee meetings
- Responsible for all funds and tickets



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- **Catering Coordinator**

- Liaison between Red Deer Catering and the RDCBS
- Collects and communicates catering dates and ensures they are posted as sign-up sheets on the Red Deer Royals website
- Advises the membership of available catering dates as quickly as possible after they have been posted on the website (through Wednesday evening announcements, email fanout and private Facebook page)
- Collects member sign in information and submits it to the Member Credit Coordinator within four (4) weeks of completed catering event
- Ensures rules for volunteers are followed
- Monitors the sign-up sheets for fairness and equity
- Reports any issues to the Fundraising Chair
- Attends Fundraising Committee meetings

- **Product Sales Coordinators**

- May include, but not limited to: Cookie Dough Coordinator, Gift Card Coordinator, ADmazing Coupon Book Coordinator, etc.
- Collects forms and funds from members
- Counts all funds collected with the Fundraising Chair
- Records funds collected on appropriate RDCBS collection sheet
- Records and submits credit information and submits it to the Member Credit Coordinator within four (4) weeks of completion of fundraiser Ensures equitable access to product for all members
- May coordinate sales tables at public venues (such as malls) in consultation with the Fundraising Committee
- Attends Fundraising Committee meetings
- Responsible for all funds and product

- **March-a-thon Co-ordinator**

- Collects forms and funds from members
- Counts all funds collected with the Fundraising Chair
- Records funds collected on appropriate RDCBS collection sheet
- Records and submits credit information and submits it to the Member Credit Coordinator within four (4) weeks of completion of event



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- Ensures equitable access to the March-a-thon pledge sheet available on the Red Deer Royals website
- Ensures members are notified of availability of March-a-thon pledge sheet
- Ensures rules are followed for collecting and submitting pledges

Fundraising Initiatives

- Members with potential fundraising initiatives shall present those to the Fundraising Chair. From there a decision, based on the information provided, will be made by the fundraising committee. Credits will be determined based on profit anticipated.
- Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of RDCBS.
- Fundraising activities carried out by RDCBS will comply with all relevant laws.
- The Fundraising Committee shall evaluate estimated income and expenses prior to the approval of any new fundraising activity that may present a financial risk to the RDCBS. Fundraising activities should not be undertaken if they will expose the organization to significant financial risk.
- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- Nobody, directly or indirectly employed by or volunteering for RDCBS, shall accept commissions, bonuses, or payments for fundraising activities on behalf of the organisation.
 - It is NOT appropriate for a non-profit to compensate a fundraising professional based on a percentage of the money raised.
- Financial contributions will only be accepted from companies, organisations and individuals the Board considers ethical. Companies and organisations specifically excluded from making financial contributions to RDCBS include, but not limited to: alcohol companies, tobacco, liquor establishments.



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Collection of Funds/Responsibility

- All funds will be counted with the Fundraising Chair and the Fundraising Co-ordinator of each specific fundraiser
- The Fundraising Chair will then make an appointment to meet with the Treasurer to handover the money and the deposit form
- All credit calculations are to be completed within four (4) weeks of the completion of a fundraiser and then Credits has two (2) weeks to enter the data into CHARMS
- Volunteers who manage/co-ordinate a fundraising initiative will be responsible for all funds, product and/or tickets

Fundraising Volunteer Sign-Ups

- Sign-up sheets for fundraising events must be listed on the Red Deer Royals website and that is the list used to fill positions to keep things fair for all involved. (ie: no private emails, no replies posted on Facebook, or text messages shall be used to fill positions)
 - Sign-up sheets must include member's name so the allotted slots/member (as approved by the fundraising committee) can be monitored and enforced
 - There are to be wait lists for all events.
 - The fundraising committee will annually determine the order from which the waitlist participants shall be moved up (eg. precedence is given to people with more than one member in the band.)
 - No coordinator can sign up for more than the allotted slots (eg. If bingo is three slots/person/year, the Bingo Coordinator must adhere to this as well.)
 - The coordinator of the event (or their designate) shall be responsible for announcing the placement of the sign-up sheets on the website as soon as possible after they are posted. This communication should be done at rehearsal announcements, through email and on the private Facebook page.
 - Bingos received on short notice of 48 hours or less may be posted on Facebook
- For certain fundraising activities (such as raffle ticket sales) the event coordinator, in consultation with the fundraising committee, may organize a public sales campaign in a location such as a shopping mall. They will pre-determine the amount of credit remuneration and the number of volunteer slots each family may access for assisting with that activity.
 - At no time can one member take a fundraising activity and sell solely for themselves at a public venue on behalf of the Royals.



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- If a member must cancel their position at an event, 3 days written notice must be given to the fundraising chairperson and event co-ordinator.

Fundraising Credits

- Fundraising credits are accrued from August 1 to July 31 for each season.
- Any volunteer who wishes to credit their shift to the Anonymous Account will indicate that to the Credit Coordinator.
- The Credit Coordinator will ensure credits are applied to the Royals member accounts in a timely manner. (six (6) weeks after the close of a fundraiser)
- Fundraising credits may be applied to the payment of fees, tour costs, Camp Caroline fees, Calgary Stampede fees, or uniform fees. Annual fees must be paid in full before credits can be applied to tour payments.
- Fundraising credits can be pooled between siblings. If a sibling leaves the band, the remaining credits may stay within the family account. Each family has their own account which cannot be transferred to another family upon the departure of all family members.
- Fundraising credits cannot be transferred between members. When a member leaves the band, leftover fundraising credits are either:
 - Reverted back to the general account, or
 - Designated to the anonymous fund

General Guidelines

- **When fundraising, you are representing the Red Deer Community Band Society and are acting as an ambassador of the Red Deer Royals. As such, volunteers must act professionally and politely at all times.**
- When undertaking fundraising activities, members must follow the guidelines set out in the Member Manual for deportment and behaviour. Members are encouraged to wear their travel jackets while undertaking fundraising initiatives.
- Members may go door to door to sell or solicit for APPROVED fundraising initiatives only (eg. March-a-thon, cookie dough, raffle tickets, etc.). No general solicitations shall be undertaken on behalf of the RDCBS for unapproved initiatives. (Eg. A member cannot go door-to-door seeking donations, selling products, etc., without the prior consent of the fundraising committee.)
- All personal information collected by RDCBS is confidential and is not for sale or to be given away or disclosed to any third party without consent.



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2. Application

- This policy statement applies to all members and volunteers of the RDCBS (Red Deer Royals)

3. Annual review

- This policy statement will be reviewed every year. A copy will be available upon request and posted on the RDCBS website.