



Fort Washington Area Recreation Council – Boys & Girls Club



WAYS AND MEANS COMMITTEE GUIDELINES

Committee Functions

The Ways and Means Committee is established by Fort Washington Area Council By-Laws, Article IV, Section I as amended. The Committee will oversee all fundraising activities for the Council and Fort Washington Boys and Girls Club.

- I. Implement procedures for submitting, reviewing and approving fundraisers
- II. Oversee concessions
 - A. Establish need for concessions (home games, activities, etc.)
 - B. Confirmation of parent volunteers and Board Member availability
 - C. Inventory
 - D. Procurement of funds for purchasing items
 - E. Procurement of items
 - F. Assist with set up and break down of concessions
- III. Fundraiser Advertisement
 - A. Review of advertisements/flyers for fundraisers/activities
 - B. Forward finalized advertisements to Media Committee as needed
- IV. Administrative follow-up on fundraisers, concessions and spirit gear
 - A. Collection of fundraiser paperwork upon completion
 - B. Inventory of concessions and spirit gear
 - C. Forward reports to Treasurer
- V. Accountability of funds
 - A. Collection of fundraiser funds
 - B. Deposit of fundraiser funds
 - C. A Profit/Loss Report will be submitted to the Treasurer
 - D. Present Profit/Loss Reports and Status of Fundraisers to Board
- VI. Final submission of fundraisers for Board approval
- VII. Procurement of Fundraiser Prizes
 - A. Upon completion and collection of funds, winner(s) is/are identified
 - B. Chair or Co-chair retrieve funds from Treasurer to procure prizes
 - C. Chair, Co-chair or their designee(s) purchase/secure prizes
 - D. Chair, Co-chair or their designee(s) present report of procured items to Treasurer with receipts or, if purchased through personal funds, submit Club Expense Report with receipts for reimbursement



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FUNDRAISER PROCEDURES

1. Every sport must do at least two fundraisers per year.
 - A. A Club/All Sport activity will be offered as a fundraiser for each season (ie, Homecoming Dance (Fall), Valentine Day Dance (Winter), Carnival (Spring). The all-sport activity counts as ONE fundraiser for each sport participating during that season (ie, Spring = Baseball and Soccer; Fall=Football, Soccer and Cheerleading; Winter = Cheerleading and Basketball).
 - B. Each sport is required to do ONE additional fundraiser.
 - C. Additional fundraisers may be done with W&M Committee's prior approval (to eliminate over-fundraising).
 - D. Additional fundraisers such as football camp and cheerleading camp are considered a sport fundraiser activity **providing a fee is mandatory**.
 - E. All proceeds from the "activity" fundraiser go to the Club. The second fundraiser is split 50/50. In other words, 50% to the sport sponsoring the fundraiser and 50% to the Club. Every fundraiser thereafter, goes to the sport sponsoring the fundraiser.
 - F. Spirit gear sales are considered Club fundraisers and are not sport specific.
 - G. Concessions sponsored by the Club are not fundraisers. For example, if the Club's baseball program is sponsoring a tournament and concessions are provided, it is **NOT** a fundraiser. However, if the Fort Washington Home Owner's Association asks the Club's baseball program to host a tournament for their resident's children and concessions are provided, it **IS** a fundraiser.

The following are examples of events held in the past where concessions were **NOT** fundraisers: Cheerfest, WKYS Basketball Game, football tournament/round robin, Homecoming.

The following are examples of events held in the past where concessions **WERE** fundraisers: MNCPPC sponsored dances, MNCPPC sponsored basketball, football, baseball and soccer tournaments.
 - H. Fundraisers submitted to Ways & Means for guidance that are associated with friends, family members, and/or referrals, must be disclosed as such at submittal.



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FUNDRAISER PROCEDURES (cont'd)

2. Every fundraiser must be submitted for guidance by a sport commissioner to the Ways & Means Committee, prior to any planning or implementation. It is preferred that you provide your fundraiser(s) at the annual budget meeting so they can be put on the calendar and circulated.
3. Each new fundraiser must be approved by the Board of Directors but must be submitted to the Ways and Means Committee first.
4. Please submit your fundraiser packets using the guidelines suggested on the following attached forms: (1) Fundraiser Request Form; (2) Fundraiser Flyer; and (3) Profit/Loss Report.
5. Once this information has been completed, email the request to the Chairperson/Vice Chairperson of the Ways and Means Committee. The Ways and Means Committee will review the fundraiser submission and provide a response by consensus within 5 days.
6. Upon completion of the fundraiser, submit a detailed Profit/Loss Report to the Ways and Means Committee with a copy for the Treasurer within five (5) business days. Give all checks and funds to Chair or Co-Chair to be deposited within three (3) business days.
7. If items need to be ordered, submit a summarized order form of exact items, count, ordering contact information, payment venues, and address for delivery of items to be ordered.
8. No item is to be ordered utilizing Club funds until all checks have cleared.
9. A cost estimate of Club funds to be used for every fundraiser, including spirit gear and concessions, must be submitted to Ways & Means Committee prior to purchase. This also includes funds collected in advance.
10. For all Raffle Ticket Fundraisers, every ticket must be accounted for. In other words, for every ticket dispensed, **either the funds or the ticket must be returned.**

APPROVED BY BOARD OF DIRECTORS _____



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FUNDRAISER REQUEST FORM

Please submit your fundraiser request(s) using the following format:

FUNDRAISER:

Title/Name of Fundraiser

WHO:

Sponsored by what sport

POINT OF CONTACT:

Provide name, phone and email address of fundraiser point of contact

WHAT:

Describe in detail exactly what your fundraiser entails and what the needs are to make it successful, including but not limited to volunteers, rental equipment, entrance charges, supplies and purchases and Board participation.

WHEN:

Date, Time (rain date if applicable)

WHERE:

Place – if a facility is needed, you must make that request well in advance as the Board has no control over approval process.

Date Submitted:

Submitted to:

Date Received:

**Approved/Denied
Reason:**



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FUNDRAISER FLYER

Please submit your fundraiser flyer with the following information:

- (1) Name of Fundraiser
- (2) Sponsored by which sport
- (3) Point of Contact (name, phone and email address)
- (4) When (date and time - include rain date if applicable)
- (5) Where
- (6) **Costs**
- (7) Fundraiser deadline date
- (8) **If Raffle, include the following statements:
“Every ticket must be accounted for. In other words, for every ticket dispensed, either the funds or the ticket must be returned.”**
- (9) Include the following statements:

“Make checks payable to **FWARC**”

“A returned check fee will be assessed in the amount of \$20.00”



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PROFIT/LOSS REPORT

Please submit the following information upon completion of your fundraiser:

Name of Fundraiser: _____

Type of Fundraiser: _____
(i.e., activity, sales, concessions, spirit gear)

Sponsoring Sport: _____

Point of Contact: _____
(include name, phone and email address)

(1) GROSS (amount collected)

(2) *minus* EXPENSES

(3) NET PROFIT/LOSS

- Cash
- Checks