



Fundraising Policy

Purpose

The purpose of this policy is to encourage and co-ordinate fundraising and donor recognition by the YKSC.

Scope

This policy governs all fundraising on behalf of the YKSC and its programs.

Principles

The YKSC will adhere to the following principles when implementing this policy:

- Fundraising will be conducted in a coordinated, goal-oriented, and cost-effective fashion.
- Donor recognition will be timely, will generally respect the expressed wishes of each donor, and will be in proportion to the level of donations received.

Fundraising

The Director of Fundraising shall prepare an annual Fundraising Plan for approval by the Board. The Fundraising Plan shall specify all planned YKSC fundraising initiatives, costs and goals.

Fundraising may be conducted only by the Director of Fundraising and by people authorized to do so by the Director of Fundraising.

YKSC programs are encouraged to fundraise in order to support their activities. Prior to fundraising, a program representative shall inform the Director of Fundraising of their fundraising plans, including any potential donors to be approached. After fundraising, a program representative shall inform the Director of Fundraising of all donations received, and provide any information necessary for donor recognition to the Director of Fundraising (e.g. corporate logos, donor contact information).

The Director of Fundraising shall obtain prior approval from the President for specific grant applications.

All funds raised shall be remitted to the Treasurer.

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Donor Recognition

Donors shall be recognized on an annual basis, for donations received during the current ski season.

Recognition shall be given for cash donations, and for gifts in-kind supported by an invoice.

Recognition is not given under this policy for the volunteer hours of YKSC Members.

Donations over \$100 shall be recognized by an annual acknowledgement in the *Yellowknifer*, a letter or email from the YKSC, and on a display within the YKSC Chalet.

In addition, donations over \$1,000 shall be recognized on the YKSC website.

In addition, donations over \$1,000 may be recognized by a sign (up to 4' x 8') on the YKSC premises, at the expense of and provided by the donor.

In addition, those donors who have contributed over \$1,000 may be invited to set up a table at the Snow Show, at the discretion of the Director, Grants and Fundraising.

At the YKSC Annual General Meeting, the Director of Fundraising shall report on all donations received.

The Director of Fundraising may recommend, and the Board may authorize, any special fundraising or donor recognition arrangements besides those specified in this policy.

Responsibility

The Treasurer is responsible for obtaining and providing donor tax receipts, as per the Tax Receipt Policy. The Treasurer is also responsible for maintaining an annual list of donors, including the amount donated by each, and providing that list to the Director of Fundraising.

The Director of Fundraising is responsible for all other aspects of this policy.

Policy History

This policy is adopted as approved by the Board on February 7th, 2012, and as revised on May 7th, 2013, and replaces the Donor Recognition Policy last revised on May 4th, 2003.