

Proposed DRVSA Team Fundraising Procedures

- ?? Each team that fundraises, will be required to do the following
- Notify in writing the contact for your sport (see attached form)
 - Notification must be given to the DRVSA Fundraising Coordinator or Administrator no less than 10 days prior to the scheduled fundraiser
 - After the completion of the fundraiser, each team **MUST** turn in two copies of a Fundraising Reconciliation Form within 30 days to the DRVSA Fundraising Coordinator or Administrator. One copy will go to DRVSA for their records and one copy will be signed, dated by the DRVSA Fundraising Coordinator or Administrator and returned to the team for their records
 - When the Fundraising Reconciliation Form is turned in, the team will be required to also provide the DRVSA Fundraising Coordinator or Administrator with the predetermined percentage of the net proceeds raised in that fundraiser.
 - For example, if 10% is required amount to go to DRVSA and the fundraiser nets \$1000, that team must provide DRVSA with \$100. The \$100 will then be applied to the DRVSA Capital Campaign Fund*
 - If a team does fails to report and/or provide the appropriate funds to the DRVSA Fundraising Coordinator or Administrator within the allotted 30 days, the team will then be assessed an additional 25% penalty from the total net dollars raised.
 - For example, if the team fundraiser nets \$1000 and the team is required to provide 10% to DRVSA and does not report within 30 days from the completion of the fundraiser, the team will then be penalized an additional 25% from the net total, plus the original 10% for a total of \$350 to DRVSA*

At our first meeting, there was some brief discussion as to what defines the “completion” of certain fundraisers. Please be ready to discuss this.