

AAAHA Policy for Raising Funds to Support a Hockey Team

Ann Arbor Amateur Hockey Association (“AAAHA”) is a tax-exempt organization recognized by the IRS under Section 501(c)(3) of the Internal Revenue Code. AAAHA supports fundraising activities intended to benefit AAAHA-affiliated teams. However, the following policy has been created to protect the integrity of the fundraising activity, and is designed to protect the tax-exempt status of AAAHA.

The policy is intended to provide an auditable paper trail for all fundraising activities that utilizes AAAHA’s federal tax identification number and/or tax-exempt status. The policy is further intended to ensure that all funds raised by a team are used in a non-discriminatory way for the benefit of the team, and are not used for the benefit of any individual. Questions regarding the policy should be directed to AAAHA’s treasurer, at treasurer@aaaha.org.

Fundraising Policy

Preferably in advance of either (a) actual fundraising; or (b) actual expenditures of targeted funds:

- 1) A party wishing to raise funds to support an AAAHA-affiliated hockey team shall send a letter to the AAAHA Board of Directors to the attention of the Treasurer, informing the Board of the following:
 - a. When the fundraising will occur;
 - b. The party(ies) in conjunction with which the team will be raising funds, whether businesses or private individuals; and
 - c. The anticipated use to which any funds so raised will be applied.
- 2) Upon acknowledgement/approval by the AAAHA Board of Directors, the fundraising activity may proceed.
- 3) The funds raised during the activity shall be disbursed directly to AAAHA. The funds may be delivered directly to a member of the Board of Directors, or may be left in the AAAHA office in the Treasurer’s mailbox. Cash must be left in an envelope bearing a total amount of cash contained therein along with the signature of three parties who have counted the cash.
- 4) AAAHA will send an acknowledgement and receipt for the funds raised to the coach and fundraising director of the team. The acknowledgement and receipt will include AAAHA’s tax identification number, the amount of funds received, and the anticipated use to which the funds will be applied.
- 5) To the greatest extent possible, AAAHA shall disburse the funds on behalf of the team performing the fundraising directly to a third party vendor to pay for goods and/or services, in accordance with the anticipated use identified in Section 1(c) above. For example, if funds were raised to pay for tournament fees, AAAHA will disburse the funds directly to the tournament organization on behalf of the team. If the funds are intended to be used for reimbursement of identified team expenses, the team seeking reimbursement of the funds must provide sufficient documentation of the expenditures, including a list of fees, and a payment receipt identifying expenses for reimbursement, prior to AAAHA releasing the collected funds. Disbursements are subject to potential additional accounting or processing fees.

Approved 5/17/17