

# Hockey Team Fundraising Funds Guidelines/ Rules

Cottage Grove Hockey Association (CGHA) is a division of Cottage Grove Athletic Association (CGAA). All tax-exempt fundraising efforts done by CGHA membership must follow the rules established by CGAA, *no exceptions are allowed*. The rules are important to maintain the CGAA tax-exempt status.

CGAA fundraising rules can be found here: <https://cгаа.sportngin.com/page/show/660817-fundraising>

## **Cash in:**

Any team fundraising amounts or donations made to your team MUST be deposited with CGHA. Please contact [budgetdirector@cghockey.com](mailto:budgetdirector@cghockey.com) to arrange a time to deposit these funds. We encourage the deposit of only checks, but if you do need to deposit cash you may be required to meet at the bank and be present for the deposit with the Budget Director. The Budget Director will track your team funds, but team managers are highly encouraged to also track the funds to avoid overspend.

## **Cash out:**

Pay for your team purchases using a team members personal funds or team slush funds and then request reimbursement from your team fundraising funds deposited with CGHA.

To request a reimbursement please email [budgetdirector@cghockey.com](mailto:budgetdirector@cghockey.com) and make sure you include all the following:

- 1) full team name
- 2) detailed receipt/invoice copy of the costs incurred in PDF format
- 3) proof that the person requesting the reimbursement made the payment on behalf of the team (required if this is not easily visible on the detailed receipt/invoice copy)
  - a. NOTE: if payment was made by a check, CGAA requires a copy of the check and proof that the check has cleared your bank account
- 4) indicate who the reimbursement check should be made out to and where the check should get mailed

Please allow 2 weeks to receive reimbursement checks. Please try to accumulate receipts and submit one or two large reimbursement requests during the season rather than multiple small requests throughout the season.

Reimbursement request must be emailed to [budgetdirector@cghockey.com](mailto:budgetdirector@cghockey.com) no later than **April 30**. If team have not spent all dollars by April 30<sup>th</sup> the funds will be moved to the CGHA general funds.

### **Ineligible expenses:**

There is no firm guidance from CGAA on what type of purchases are eligible for team fundraising dollars. But here are some guidelines and rules to follow:

- DO NOT buy gift cards or give any cash gifts (I highly encourage you not to spend fundraising money on any coach, manager, or parent gifts in general)
- DO NOT purchase alcohol, gambling, or any illegal activity with the funds. Plan to get reimbursed from your team fundraising dollars for a team meal, please be careful not to let any alcohol get added to your receipt. Ask parents to do a separate tab for alcohol to keep it off the team meal receipt.
- Purchases **MUST BE SPENT EQUALLY ON ALL TEAM PLAYERS**. Funds cannot be spent for one individual or allocated unequally among players. If buying an item (for example water bottles) make sure every player on the team is getting the same benefits. No one player should get more use of the funds than the others. All team members must be included (for example, you cannot exclude a player who did not participate in fundraising or did not meet their goal from the purchased benefits).
- If requesting reimbursement for a team meal at a restaurant, you **MUST** obtain a detailed receipt showing all the food purchases. Receipts displaying only a total amount will not be accepted. If it is a small restaurant that does not have detailed receipts you must make the restaurant hand write a detailed receipt, without it CGAA will not reimburse you.
- Team fundraising funds may be spent on non-parent individuals performing a paid service for the team (such as a non-parent paid coach or a game referee). However, you must collect and submit a W-9 from the individual to be reimbursed. We encourage you to avoid this and try to use your team slush fund for these types of expenses to avoid the need to collect a W-9.
- Teams cannot be reimbursed for more than what is in their team fundraising fund. We can make partial reimbursements up to the funds available.
- In general, make sure it is a reasonable purchase for the team. If you have questions, please reach out to [budgetdirector@cghockey.com](mailto:budgetdirector@cghockey.com) *before* you make the purchase.