

# Nanaimo Gymnastics School FUNDRAISING POLICY

Last updated: 14 November 2024

## 1.0 Nanaimo Gymnastics Fundraising Objectives

1. Nanaimo gymnastics seeks to support the delivery of high quality, affordable programming for our member families, and for the mid-island community we serve. To that end, our organization shall execute fundraisers each year to supplement our membership revenues.
  - 1.1. When selecting and executing fundraising campaigns, we shall be mindful of the youth we mentor, and be guided by the principles that the goods and services we select should
    - 1.1.1. Be of benefit to our Nanaimo Gymnastics Community
    - 1.1.2. Not include goods or services that create real or perceived conflict of interest for the staff, Board or Members of NGS.
    - 1.1.3. Include ethical goods and services whose quality and impact are aligned with the values of NGS.
    - 1.1.4. Engage with local products and community partners whenever possible
    - 1.1.5. Benefit the community in which we live and operate.

## 2.0 Nanaimo Gymnastics Model Event Calendar Guide

| Campaigns             | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|-----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Suit Sale             |     |     |     |     |     |     |     |     |     |     |     |     |
| Cash Raffle           |     |     |     |     |     |     |     |     |     |     |     |     |
| Online Silent Auction |     |     |     |     |     |     |     |     |     |     |     |     |
| Chocolate             |     |     |     |     |     |     |     |     |     |     |     |     |
| NGS Branded Clothing  |     |     |     |     |     |     |     |     |     |     |     |     |
| Bottle Drive          |     |     |     |     |     |     |     |     |     |     |     |     |
| Spring Plants         |     |     |     |     |     |     |     |     |     |     |     |     |
| Family BBQ            |     |     |     |     |     |     |     |     |     |     |     |     |
| Other                 |     |     |     |     |     |     |     |     |     |     |     |     |

- *The calendar above is intended as a guide to assist with advance planning of fundraising events.*
- *Timing or content of fundraising activities may change from year to year.*

## 3.0 Fundraising Responsibilities

**3.1** A Fundraising Committee chaired by a member of the Board shall be struck each year following the AGM, to support fundraising events.

**3.1.1** In May of each year, the Fundraising Committee shall meet to determine the fundraising calendar for the coming year.

**3.1.2** The Fundraising Committee shall present their recommended calendar to the Board of Directors no later than the June Board Meeting of each year.

**3.2** The Board of Directors shall review and approve the calendar of fundraising events recommended by the Fundraising Committee and shall instruct the General Manager to proceed in planning for the year to come.

**3.3** The Fundraising Committee shall be responsible for the success of the Fundraising efforts for the year.

**3.3.1** The general manager shall oversee fundraising tasks managed by the NGS Office Staff or volunteers

**3.3.2** The general manager shall engage with parent volunteers in the execution of fundraising campaigns.

**3.3.3** The general manager shall create campaign goals, and compile individual campaign financials, as well as fundraising totals for the year.

**3.3.4** The General Manager shall submit all required reports in a timely fashion, such as to the Board of Directors, Treasurer or BC Gaming Branch.

**3.4** The NGS Office Staff, under the supervision of the General Manager shall manage administration duties related to the Fundraising campaigns. This includes planning, preparation and execution of the fundraising events for the coming year.

**3.4.1** This may include but is not limited to

- Being aware of and meeting deadlines
- Creating or obtaining media files for marketing
- Preparing online media and platforms as required for marketing or ordering
- Preparing and ordering required materials such as raffle tickets, flyers, posters, price tags, food, etc.
- Notifying the membership ahead of the campaign, part way through the campaign as necessary and closer to the end of the campaign.
- Sharing information by email, social media, website and poster
- Calling for member volunteers and managing their workflow
- Tracking volunteer hours for members once these have been submitted by the volunteers

•