

- Team fundraising through gaming activities (raffles, 50/50 draws, tournament prize tables etc) must be approved, in advance, by the LMHA Fundraising Coordinator. Please see the information sheet **“Team Fundraising Information – Gaming Activities”** on the LMHA website or contact the LMHA Fundraising Coordinator (fundraising@lmha.ab.ca).
- Teams may choose to raise funds through other means such as:
 - Collecting a fee from each player/family on the team.
 - The amount of such a fee is usually determined by consulting with the parents in advance.
 - Obtaining donations from individuals or companies other than the Official LMHA Team Sponsors.
 - Consult the LMHA Fundraising Coordinator to find out which individuals or companies should not be approached (i.e., existing team, association or tournament sponsors or donors).
 - Contact the LMHA Fundraising Coordinator for a letter to give out requesting donations.
 - Selling products such as calendars, t-shirts, xmas wreaths etc.
 - See the Fundraising page on the LMHA website for details and contact information on a variety of products.
- Teams selected to host a home tournament may receive a share of the proceeds of that tournament. Likewise, hosts of home tournaments may be expected to share in the cost of covering home tournament shortfalls.
- All team fundraising activities must be approved by the Division Director in advance, indicating the reason for raising the funds, the expected amount and how the money is to be spent.
- All Team funds have restrictions on their use. See the chart below for lists of what is an expenditure (if in doubt, please contact the Fundraising Coordinator for specifics):

Gaming funds CAN be used for...

- Tournament entry fees
- Ice rental fees
- Referee / Officials fees
- Team Meals during AWAY tournaments ONLY
- Team training with approved providers
- Player Achievement Awards

- Equipment that will remain the property of LMHA

Non-Gaming funds CAN be used for...

- Tournament entry fees
- Ice rental fees
- Referee / Officials fees
- Team training
- Team Wear
- Out-of-town travel costs (i.e bus charters, meals, etc)
- Team Social Events (team bonding activities; wind up parties, etc)
- Coach / Team Staff, Player and/or Volunteer Appreciation
- Local tournament shortfalls

- Team funds may never be spent on alcoholic beverages.
- Each team must record all revenue and expenditures. A Sample Team General Ledger for Financial Reporting is available on the LMHA website or by contacting the LMHA Treasurer (treasurer@lmha.ab.ca).
- No team shall keep a separate bank account. All funds received will be reported and submitted to the Division Director promptly.

Supporting documents to review for more information:

- **LMHA Regulations & Policies** (see LMHA website)
- **Sample Team General Ledger** for Financial Reporting (see LMHA website or contact LMHA Treasurer)