

SANTA FE HOCKEY ASSOCIATION

FUNDRAISING POLICY.

The purpose of this policy is to outline the principles and guidelines for accepting gifts and conducting fundraising activities, including how scholarships are managed to ensure transparency, integrity, and compliance with legal standards. SFHA Fundraising is aligned with our mission and sports equity, keeping costs low for all families and making hockey accessible.

Santa Fe Hockey Association

Gift Acceptance and Fundraising Policy

Effective Date: Nov. 1 2024

Review Date: Oct. 15th 2025

1. Purpose

The purpose of this policy is to establish clear guidelines for the acceptance of gifts and the conduct of fundraising activities by the Santa Fe Hockey Association (SFHA) to ensure that all contributions are made in accordance with the organization's mission, values, and applicable laws. SFHA is an all volunteer non-profit organization incorporated under the laws of the State of New Mexico and offers hockey programs to youth of all age groups. SFHA is comprised of Board members, families and other community members.

2. Scope

This policy applies to all board members, volunteers, Association members and any individuals or organizations engaged in fundraising activities on behalf of SFHA.

3. Guiding Principles

- **Mission Alignment:** All gifts and fundraising activities must align with the mission and values of SFHA.
- **Transparency:** SFHA will be transparent in its fundraising efforts and use of funds.
- **Integrity:** SFHA will conduct all fundraising activities with honesty and respect for donors.
- **League-Wide Focus:** All fundraising initiatives are intended to support the entire Association. If targeted donations are made for specific purposes, the use of those funds will be at the discretion of the Board of Directors. If specific age groups choose to fundraise for their own age level needs, they must comply with these and all non-profit guidelines, turning in the proceeds to SFHA for requests for specific age levels, review and distribution.

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- Association members (ie parents) are encouraged to email the board with their age level needs for their age group or attend Board meetings and request to be placed on the agenda with specific input or requests around fundraising dollars and needs at their age group.

4. Gift Acceptance Guidelines

The SFHA will accept gifts in the following categories:

- **Cash Gifts:** Donations made by check, credit card, or electronic transfer.
- **Securities:** Publicly traded stocks or bonds, subject to valuation.
- **Real Property:** SFHA does not accept Real Estate gifts at this time.
- **In-Kind Donations:** Non-cash gifts such as equipment, supplies, or services, assessed for relevance and value.
- **Planned Gifts:** Bequests or other forms of deferred giving that align with the organization's mission.

Gifts will be declined if:

- They are not in alignment with the mission of the SFHA.
- They may expose the SFHA to unnecessary liability.
- They are designated for purposes that are inconsistent with the organization's objectives.
- They would involve additional costs to manage.
- The gift would affiliate SFHA with the sale of cannabis or alcohol or any other substance or activity illegal for minors to be involved with.

5. Fundraising Activities

All fundraising activities conducted by SFHA must be requested in writing and pre-approved by the Board of Directors. Fundraising efforts must adhere to the following guidelines:

- **League-Wide Focus:** All fundraising initiatives are intended to support the entire Association. If targeted donations are made for specific purposes, the use of those funds will be at the discretion of the Board of Directors.
- **Compliance with Laws:** All fundraising activities will comply with federal, state, and local laws.
- **Ethical Practices:** Fundraising efforts should be conducted ethically, respecting donor privacy and intentions.

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- **Clear Communication:** All materials related to fundraising should clearly communicate the purpose of the fundraising and how funds will be used.
- **Budgeting:** Fundraising initiatives must be budgeted to ensure costs do not exceed anticipated revenues.
- **Volunteer:** All requests to fundraise must include “voluntary or optional” language. IE, all parents are encouraged to participate as volunteers and this participation is always optional and not obligated.

6. Donor Recognition

The SFHA recognizes and appreciates the generosity of its donors. The following guidelines will be followed for donor recognition:

- **Acknowledgment:** All donors will receive a written acknowledgment of their contribution that complies with IRS regulations, including the amount and date of the gift.
- **Public Recognition:** Donors may be recognized in SFHA publications, on the website, or at events, with their consent.
- **Confidentiality:** Donors must inform SFHA Board if they wish their donations to be anonymous.

7. Scholarship Policy

Purpose:

The Santa Fe Hockey Non-Profit allocates funds annually from fundraising efforts to provide scholarships for individuals needing financial assistance.

A.. Scholarship Allocation:

- The Board will determine the number of scholarships and allocated funds each year at its Annual Meeting, based on budget and proceeds from annual fundraisers.

B. Application Process:

- The application process will be announced with registration and open for 1.5 months.
- Applications must be submitted in accordance with published guidelines and timelines.
- A confidential Scholarship Committee will review applications and award scholarships based on criteria.

3. Deadlines:

- The scholarship application process will open for six weeks beginning with the annual registration announcement.

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- The committee will make decisions no later than 8 weeks past the initial registration announcement and families will be notified of their awards immediately.
- Families must apply for the scholarship within the six week window or wait until the next year to apply for a scholarship.
- If any funds remain after the award process, funds should remain in the scholarship account and rolled over to the following season.

4. Additional Applicants:

- If fewer applications are received than expected, the Board has the discretion to extend the deadline and review additional applicants but may not reopen the process once the season begins.

5. Annual Review:

- The process will be reviewed annually at the Board Meeting to ensure transparency and fairness.

8. Conflict of Interest

Board members, and other Association officials must disclose any potential conflicts of interest related to gift acceptance and fundraising activities. The Board of Directors will review and address any conflicts appropriately. Board members, managers and coaches may not apply for a scholarship.

9. Review and Amendment

This policy will be reviewed annually by the Board of Directors and amended as necessary to ensure it remains relevant and effective.

Approval:

Sarah Wrenn-Weaver Fundraising Chair
Santa Fe Hockey Association Board of Directors
Date:

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This policy was reviewed and approved by the Santa Fe Hockey Association Board of Directors

Date of Approval: _____

Attested By: _____

Board Secretary