



BISMARCK
FIGURE
SKATING CLUB

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FUNDRAISING GUIDELINES

Fundraising is an essential part of the success of the Bismarck Figure Skating Club, and our members and parents are the backbone of this cooperative effort. BFSC has several fundraisers throughout the year, typically conducted by the Basic Skills, Advanced, and Synchronized skating programs for identified gaps, needs, or wants.

Although our club has three distinct programs, we have one Board of Directors that has the fiduciary duty to ensure responsibility, accountability, and financial stability of our club. Our club bylaws identify the Vice President of the Board as the Fundraising Chair.

Board members have to judge what is best for the club when making decisions but also be responsible to our community. We need to be careful to not saturate our donor base or harm the club's reputation within our community. When fundraising we must have an organized plan in place to maximize the opportunity for the benefit of our volunteers, our skaters, our club, and our donors. We need to communicate effectively to our volunteers as well as our donors, who want to know their money will be used wisely. If they do not see a benefit from their donation they may not be compelled to donate in the future.

It is also very important to have a uniform fundraising effort to ensure the proper IRS reporting criteria are met. With 501(c)(3) organizations, individuals cannot benefit from the money they raise, nor can they receive credit for ice or other costs in exchange. For example, John can raise \$100, but that money would need to benefit the club, not just John.

Therefore, if a program director, club member, or parent wishes to conduct a fundraiser for the Basic Skills, Advanced or Synchronized skating program, it must be approved in advance by the Board of Directors. The Board will look at all fundraisers objectively for the club as a whole and support as many as possible to ensure all programs are successful.

The attached "Request to Conduct a BFSC Fundraising Event" and "BFSC Fundraiser Follow-up Summary" forms are intended to not only help our parent volunteers and our club maximize our fundraising efforts but also to provide the club with fundraising oversight and records. To get Board approval, fill out and submit the "Request" form to the appropriate program director (Basic Skills, Advanced, or Synchro). The program director must submit the request to the BFSC Vice President as much in advance of the fundraising event as possible. Soon after the event, complete the "BFSC Fundraiser Follow-up Summary" and submit to the program director for their review. The program director then must submit the summary to the vice president.

BFSC Vice President/Fundraising Chair for 2016-2017:
Amber Wilson, tnawilson@bis.midco.net, 701-400-4077

Updated 8/25/16

REQUEST TO CONDUCT A BFSC FUNDRAISING EVENT

Fill out this form and submit it to the appropriate program director (Basic Skills, Advanced, or Synchro). The program director must submit it to the Vice President of the Board (who serves as the club's fundraising chair) as much in advance of the fundraising event as possible.

1. Which BFSC program will this fundraiser support?

Basic Skills Advanced Synchronized Skating BFSC as a whole

- If your fundraiser is to support Synchronized Skating, is it for the program as a whole or for a specific team? If for a team, which one? _____

2. Name of the fundraiser: _____

3. Date the fundraiser will be held: _____

4. Who is the contact person for this fundraiser? *(include name, phone number, and email)*

5. What is the purpose of this fundraiser? *(i.e. to cover additional ice costs, to cover testing expenses, to cover bus costs, etc.)* _____

6. What is your fundraising goal amount? \$ _____

7. What are your projected expenses for this fundraiser? \$ _____

8. Estimate how many fundraisers you will need to conduct to reach your goal: _____

If more than 1: This is fundraiser # _____ of that estimate.

9. How are you proposing to advertise your fundraising event? _____

10. What is the plan to thank donors or business supporters? _____

Submitted by: _____

Date: _____

BFSC Vice President/Fundraising Chair for 2016-2017:
Amber Wilson, tnawilson@bis.midco.net, 701-400-4077

BFSC FUNDRAISER FOLLOW-UP SUMMARY

After your fundraiser, provide the following summary of the event to the appropriate program director, who will provide it to the Vice President of the Board of Directors. An event's success and any suggested improvements will benefit the club's future fundraising efforts.

1. Name of the fundraiser: _____
2. Date the fundraiser was held: _____
3. What were your total expenses for this fundraiser? \$ _____
4. What was your net profit for this fundraiser? \$ _____
5. How much did you raise above of or fall short of your goal? \$ _____
6. With this fundraiser's results, estimate how many fundraisers you will still need to conduct to reach your goal: _____
7. Looking at your advertising for this event, what worked? _____

8. What advertising was not effective? _____

9. What suggestions or improvements do you have for another similar fundraiser?

10. What suggestions do you have to improve the success of any BFSC fundraiser?

Submitted by: _____

Date: _____