



Fund-raising Proposal Form

*Thank you for your interest in organizing an activity to benefit Central Carolina Skating Club. Please complete this application for review by the CCSC Board. Please return the completed form to the President or Treasurer of the Club. **If you have any questions, please call Karen McClure at 919.667.2574 or email Karen.mcclure@duke.edu or contact any CCSC Board member.***

PLEASE TYPE OR NEATLY PRINT ALL INFORMATION

I. EVENT DESCRIPTION

Subgroup: _____ Name of activity: _____

Nature of activity (Please explain in detail): _____

Has this activity been done before? _____ When? _____

Location of activity: _____

Date of activity: _____ Rain date: _____

Indoor Outdoor Hours of Event: _____

Projected number of CCSC members to participate: _____

Who will benefit from this activity (description of subgroup)?

List of businesses you may ask to sponsor this activity (if applicable):

Is a USFSA sanction needed for this activity?

- a) Will skaters be on the ice?
- b) Will this activity be advertised?
- c) Will admission be charged?

If you answer "yes" to question a), **and** "yes" to either b) or c), a sanction from US Figure Skating is required.



Fund-raising Activity Guidelines

Any subgroup of CCSC may conduct fundraising using the Central Carolina Skating Club Federal tax ID number for the purpose of supporting the mission of the club: to provide programs to encourage participation and achievement in the sport of figure skating. All subgroups within the club can share in and rotate responsibilities for fund-raising opportunities. Raffles are not permitted for any subgroup.

The named subgroup is the sole responsible party for this activity. Central Carolina Skating Club and its Board do not act as a sponsor for, advance monies or solicit sponsorship revenue for subgroup fund-raising activities. CCSC does not assume responsibility for the planning, publicity, or conduct of the activity, as those responsibilities remain solely with the subgroup. We state this in advance so that there are no misunderstandings with regard to our ability to participate with you and support your activity.

Fund-raising Proposal Forms must be submitted at least 30 days prior to the event/project; 60 days in advance is recommended. A special board meeting will not be convened to consider fund-raising proposals; the board will respond in writing to the designated contact person following its review of the proposal.

- **Form and approval process:** Any CCSC member or subgroup that wants to raise money for the subgroup and Central Carolina Skating Club must first fill out a Fund-raising Proposal Form (available on the centralcarolinasc.com Web site) for review by the Club's Board of Directors. Once a proposal has been approved and the subgroup has been notified of that approval, the subgroup organizers may begin soliciting for their activity.
 - **All event materials** – including, but not limited to, advertising, press releases, posters, flyers, T-shirts and public service announcements – that include the CCSC name and/or logo must be reviewed by the Central Carolina Skating Club's Board of Directors. Karen McClure will be the Board's facilitator of this process [contact: (c)919.414.2381 or (o)919.667.2574 or karen.mcclure@duke.edu].
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- **Central Carolina Skating Club is the *beneficiary not the sponsor of the activity*** proposed on the attached Fund-raising Proposal Form. Promotional materials that use the CCSC name/logo should use the terms “proceeds to benefit Central Carolina Skating Club.” In addition, in soliciting sponsors and participants, organizers should state that the activity will benefit CCSC and must not state or imply in any way that CCSC is sponsoring the activity.
- As the beneficiary of this activity, **CCSC does not accept or assume any liability associated with the activity.** All bills are the responsibility of the organizing subgroup and must be paid before proceeds are given to CCSC.
- **Acceptable uses of subgroup proceeds:** CCSC will accept the net proceeds of the event, will retain 25% for general club use, and return 75% of proceeds to the subgroup that conducted the fundraiser to be used specifically for ice fees, skating costumes, competition/critique travel, entry fees. Any other types of fees not within these stated categories must be consistent with the mission of the CCSC and be given prior approval by the CCSC Board. The 75% must be payable to a vendor (see types of vendors in this paragraph) and the vendor’s tax ID number must be supplied to the CCSC Treasurer before the check will be written.
- **Liability for all aspects of fundraiser:** The subgroup retains all responsibility for the design and implementation of the activity, including safety precautions. It is recommended that the subgroup obtain appropriate insurance coverage(s) in case of accident or other negative occurrence.

Seen and Agreed:

_____ Date _____ Signature
