

Venue Fundraising Procedures

Eligibility Requirements

To work at Ford Field or Joe Lewis, you must be a current member of Heritage S.A. You are not eligible to fundraise under your child's or spouse's membership. Each person wishing to "Venue" fundraise **MUST** hold their own membership. Volunteers must be working for a child involved in a sports activity and individual memberships create documentation linking a fundraiser to a youth athlete. These are non-profit fundraisers, not a job! Each venue has mandatory training classes or online training courses that must be fulfilled. Our Fundraising Chairs will keep you updated on these requirements. **Everyone** must fulfill these training requirements to be eligible to work.

Venue Fundraising assists Heritage Skating Academy in furthering the education of our youth in the sport of Figure Skating.

Schedule of Events

At the beginning of the football/hockey season, Heritage will receive a list of event dates our group will be working. All members who are eligible to work will receive this schedule via e-mail. This list of events will also be posted in our newsletter "Triple Toe Times". This is your first opportunity to sign-up for events you would like to work, simply send a reply e-mail listing desired event dates. We realize some of these events are months in advance, try to be as realistic as possible. (See Event Roster Sign-up)

It is important for you to keep your e-mail address up to date. E-mailing is our primary means of communication to our members. If e-mailing is not an option for you, please let us know.

Member Priority Level and Event Roster Sign-up

Due to roster requirements varying per event, there will be times when not all members will get to work an event that they have signed up for. To fairly determine who will work events with an abundance of volunteers, memberships have been broken down into priority levels. Membership level in conjunction with sign-up dates will determine who works.

Member Priority Level:

- 1) Family Membership
- 2) Adult Membership – 21
- 3) Support Membership
- 4) Second Club Membership
- 5) Theatre Memberships
- 6) Professional Membership 1st club then 2nd club
- 7) Out of club – see below for details

Note: Junior portion of Family Membership & Adult Members under age of 21. Some events allow workers at starting 16 years of age. These workers are not allowed to handle or sell any alcoholic beverages. There is a limited amount of this age group who can use to work an event. This is left to the discretion of our Fundraising Chairs and that venue.

Event Roster Sign-up

- First notification sign-ups – after the release of; a) the beginning of the season event dates or b) mid season add-on event dates, there will be a ten (10) day sign-up period. This means you have ten (10) days after those New Release Dates, that your Member Priority level determines your position on the sign-up sheet.
- First come sign-ups - after the ten (10) days are up your position on the sign-up sheet is determined by the date you e-mailed in your request. If multiple members send in a request in on the same day then your Member Priority level comes into play in determining your position on that date.
- There will usually be a sign-up sheet available at events. If you sign-up for a future event while you are working an event, make sure you put the date next to your name so the Fundraising Chair knows the date you signed up.

- As we approach the Roster due date (approx. ten (10) days prior to event) - if we are in need of additional workers your Fundraising Chairs will be working with you to adequately staff that event. E-mails will be sent to all eligible Heritage Club members requesting additional volunteers. Additional workers will follow the “First come Sign-ups” process. If within five (5) days prior to the Roster due date we cannot adequately staff an event with Heritage Club Members your Fundraising Chairs at that point will seek out of club members. (See details below).
- You will receive e-mail confirmation that your name is on the roster along with check in times and any other important information i.e. Identification; proof of training; uniform requirements are for that event. **Please note:** Schedules are subject to change, this is out of our control. We will forward to you any schedule changes.
- Once a roster is filled - those who signed up and did not make a roster will be notified that they are on the list as an alternate worker and will be notified in the event of a cancellation. Alternates will be notified in the order of the original sign-up sheet.

Note: Always save your e-mails for confirmation of sign-up dates!

Penalty of Cancellation

- If a volunteer withdraws from an event within seventy-two (72) hours, more than two (2) times in a season – there will be a review by the Board of Directors. That member could; a) lose their Member Priority Status for the rest of that season; b) lose venue fundraising privileges for the rest of that season; c) be liable to re-pay any cash penalty issued by that venue. **Note:** if the person canceling finds an eligible replacement it is not considered a cancellation. Contact your Fundraising Chairs they may have a waiting list.
- If a volunteer or is a “no show” for an event more than two (2) times in a season – there will be a review by the Board of Directors. That member could; a) lose their Member Priority Status for the rest of that season; b) lose venue fundraising privileges for the rest of that season; c) be liable to re-pay any cash penalty issued by that venue.
- If you are unable to work a date that you have scheduled to work, **Please** try to give as much notice as possible.

Missing Attendance

Again we are required to staff a certain number of volunteers per event. If we are unable to fill a roster with the required amount; have last minute volunteer cancellations or volunteer no shows, it could result in;

- Volunteers from other groups assigned to work in our stand to replace our missing workers, if this happens our club is charged a cash fee to pay these substitute workers.
- Losing our regular stand to another group for that night’s event and our people are placed with other non-profit groups.
- Another group is given our stand and those volunteers who did show up are denied work and are sent home. If this happens our club is charged a cash penalty!
- Our group could be permanently moved to a smaller less profitable stand. or
- We could lose our contract completely and are no longer allowed to work these events. If this occurs we do not get back in, there is a waiting list of non-profit groups trying to work these events!

On a Positive Note

- If we get more than the required amount of volunteers we may be able to obtain additional portable(s) for an event.
- If we consistently notify them of having an abundant amount of volunteers we increase our chances of moving permanently to a larger higher volume stand. Higher sales, means higher earnings!

Club Earnings

- The club receives a percentage of what our group sells at each event. The more money the club earns at venue events, the more money the club will have available for your child's increased education in the sport.
- To maintain proper Bookkeeping your "Venue" Volunteer hours are recorded by our Treasurer as participation credits. This helps the club keep track of "Who and How many" members are Volunteering for each event. Note: If there is a two or three day event, credits are calculated and added as a whole for the entire event.
- "Venue" Volunteer Credit hours are separate from the Volunteer Support Program Credit hours and do not count toward the required 10 hours except, as described below for Pre-Season games.
- When payment from an event is received; the Treasurer as a courtesy will send each member that worked an event the breakdown of what the club made and your personal contribution.
- At each event there will be a check-in / check-out sheet, please make sure you sign in and out so your credits can be calculated properly.

Assistance for Education

Throughout the skating season the club will sponsor a variety of activities for which all members shall have the opportunity to participate in equally as a group: Charity events, Club Ice Sessions, Year End Banquets, Summer Parties, Educational Seminars, Holiday Events, Test Sessions, Competitions and more. We hope to not only educate our youth in the sport of figure skating but, allow them to share this experience with others who share some of the same goals and dreams.

The club also realizes that our youth are individuals and no two skaters or people are the same. They will each learn, progress, reach their goals and have individual needs and capabilities at different stages of their lives and education of the sport.

- As skaters progress as described above the club will "to the best of its ability" contribute equal amounts of support and assistance, keeping in fair practice with each skater's level of membership and participation. Support and assistance in the form of expenditures shall be known to the club as Educational Assistance.
- Educational Assistance is available for obtaining necessary items and learning tools associated with the sport of figure skating. i.e. Proper skating attire; skates; tights; practice wear; competition wear; ice fees; coaches fees; travel expenses; testing fees; competition fees etc.
- To maintain a fair and equal practice of Expenditures, all Educational Assistance is reviewed and approval by Heritage S.A. Board of Directors.

Requesting Education Assistance

- Fill out Education Assistance form; attach proof of expenses receipt to form. Receipt is mandatory **no receipt no Assistance**. Submit a copy. Giving us your original receipt is doing so at your own risk. (Forms available in club box located in the TSX pro shop.)
- Submit to Treasurer – allow ten (10) days for approval. Assistance being requested less than the required ten (10) day notice is left to the discretion of the treasurer.
- Our Education Assistance program relies on the profits acquired from its Venue Fundraising. We are at the mercy of receiving prompt payment from those venues and expenditures cannot be released before the club receives these funds, please bear with us.

The Only time an Education Assistance request will be accepted without a receipt of expenses

- A large amount expense receipt has already been put on file with the Treasurer to cover multiple transactions. You will be notified when this receipt has no remaining value.
- Other non-profit organizations – Education Assistance may be paid directly to another non-profit organization without a receipt for expenses. This group's non-profit ID number must be obtained and given to the Treasurer to be put on file. **Note:** an Education Assistance request must still be submitted to the Treasurer and the ten (10) day required notice still applies.

Note: Heritage Skating Academy's Board of Directors shall act in the best interest and financial well being of the club. Heritage S.A. and the Board of Directors are governed by the United States Figure Skating Association and the State of Michigan Non-Profit Tax/exempt rules and regulations.

Please! Our Fundraising Chairs have a huge job scheduling these events and are working together with our Treasurer. If you have any questions on these procedures, Per Heritage bylaws all dealings with monies must be directed to our Treasurer, this is the person who will be able to assist you.

Pre-Season Games

Each non-profit group must work an assigned number of pre-season games. These games tend to have lower ticket sales / less attendance, these are great events for those who are just learning this type of fundraising. Unfortunately less attendance typically means less profit. In order to subsidize for these lower sales events, those who qualify will earn two (2) volunteer credit hours (per event worked) toward their required ten (10) Volunteer Support Program hours for that membership year. **Note:** Pre-season games are the only events that credits hours are earned toward the mandatory 10 volunteer hours. *A Volunteer hour form must be filled out and submitted to receive credits.*

Out-of-Club Workers

These workers will be allowed to work when necessary to maintain our contract with these venues. As explained above, if we are unable to fully staff events we will be replaced! If we are short available club members Heritage will seek "out-of-club" volunteers. Out-of-club volunteers will typically be experienced workers from other non-profit groups. These volunteers will work for Heritage and their earnings will go toward a child's sports activity just as any club member's would. An out-of club volunteer could also be a family member or friend who would be working for a club member's child. Remember any person who works these events must meet the "Training Requirements" imposed by each venue.

* If you would like to upgrade your membership contact your Membership Chair.

Thanks For all your Support,
Heritage Skating Academy Board of Directors