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# Fundraising Policy

## 1. POLICY STATEMENT

The Whitehorse Glacier Bears Swim Club (WGB) is a non-profit organization committed to providing accessible, high-quality swim programming for the Yukon. As a vital component of WGB's financial sustainability, fundraising supports a wide range of operational needs, including program affordability, pool access, coach development, and long-term stability.

Any fundraising activity associated with the WGB's name, logo, or branding must receive formal approval from the WGB Board of Directors to ensure appropriate oversight and uphold WGB's integrity and reputation.

## 2. PURPOSE

The intent of this policy is to establish a consistent and transparent framework for fundraising across all levels of WGB membership. It outlines the procedures that members must follow to propose, seek approval for, and carry out fundraising activities. The policy also defines how fundraising revenues are managed and credited, while supporting fairness, particularly for families with multiple athletes or those registering for multiple sessions. Ultimately, the policy serves to protect the operational interests and public reputation of WGB by providing clear guidance and governance.

## 3. RELATED DOCUMENTS

This policy should be read alongside WGB's Refund Policy, Arrears Policy, and Account Credits Policy, which further clarify the financial commitments and entitlements of WGB members.

## 4. SCOPE OF POLICY

This policy applies to all members of the WGB, across all roster groups and session types.

## 5. DEFINITIONS

Within this policy, "Organization" refers to the Whitehorse Glacier Bears Swim Club (WGB).

A "session" refers to a specific block of programming within WGB's calendar year, typically ranging from 9 to 40 weeks in duration, depending on the athlete's roster group. Fundraising obligations are assigned on a per-session basis.

A "season" refers to the full swim year as defined by WGB. It may consist of one or more sessions depending on the athlete's program level and typically runs from early fall through late spring or early summer.

## 6. FUNDRAISING OBLIGATIONS BY ROSTER

The following fundraising obligations are reviewed annually and may be adjusted by the Board of Directors in response to program needs, fundraising targets, and operational costs.

Roster Group	Roster	# of Sessions / Season	Fundraising Obligation / Session
Pre-competitive	Gummies	3	\$00.00
	Teddies	3	\$25.00
	Cubs	3	\$85.00
Non-competitive	Grizzlies	3	\$90.00
Junior Competitive	Panda Bears	2	\$125.00
	Black Bears	2	\$175.00
	Brown Bears	2	\$275.00
Competitive	Polar Bears	1	\$750.00
	Kodiaks	1	\$950.00
	Silvertips	1	\$1,250.00

## 7. MULTIPLE SESSIONS

- a. Athletes who are registered for a single session are expected to meet their full fundraising obligation by the end of that session.
- b. For athletes participating in multiple sessions within a season, any fundraising completed during earlier sessions may be carried forward to meet the cumulative requirement for the year.
- c. Credits earned through fundraising in one session can also be applied to future fundraising targets within the same swim season.

## 8. MULTIPLE ATHLETES

WGB recognizes the significant investment made by families with more than one child participating in WGB. To help ease the financial burden, a scaled fundraising obligation applies to families with multiple registered swimmers.

- i. The athlete with the highest obligation is assigned 100% of their fundraising requirement.

- ii. A second child is assigned 60% of their group's obligation.
- iii. A third child is assigned 30%.
- iv. Any additional children are exempt.

This scale applies regardless of whether the athletes are in the same group or in different ones. Fundraising deadlines and credit carry-over rules continue to apply as per session or season structure.

## **9. FUNDRAISING ROLL-OVER AND CREDITS**

When a family raises more than their required obligation, the excess amount is converted into a fundraising credit. These credits are held on the swimmer's WGB account and may be applied toward future registration fees only.

Credits may not be used to pay for travel costs, meet entry fees, coach expenses, merchandise, or any non-registration-related charges. Fundraising credits are non-transferable between families and are not eligible for cash-out or refund. Any unused credits will be forfeited if a swimmer withdraws from WGB or does not register for a future session.

## **10. OUTSTANDING AMOUNTS**

At the end of each session (or at the end of the season for multi-session participants), WGB will review all member accounts to determine whether fundraising obligations have been met.

If a family has not met the required fundraising amount by the applicable deadline:

1. The outstanding balance will be invoiced directly to the member's account.
2. The account holder will have 14 days from the date of the invoice to remit payment.
3. The invoiced amount will equal the difference between the member's fundraising obligation and the actual fundraising contributions received to date.
4. Outstanding balances are treated as a financial commitment to WGB and must be paid in full to maintain good standing. Failure to resolve outstanding amounts may result in administrative actions, as described in *WGB's Arrears Policy*, and includes:
  - a. Suspension of access to future program registration.
  - b. Ineligibility for participating in practices, swim meets, and club organized events
  - c. Withholding of account credits.

Families experiencing extenuating circumstances are encouraged to contact the Executive Director and Board at [board@whitehorseglacierbears.ca](mailto:board@whitehorseglacierbears.ca) **prior to the fundraising deadline** to discuss potential accommodations.

## **11. FUNDRAISING REQUEST PROCEDURE**

To initiate a fundraising activity under the WGB name, members must submit a written proposal to the Board of Directors prior to launching the initiative. Members are strongly encouraged to reach out early in the planning stages to allow adequate time for review and decision-making.

In most cases, the Board will review the proposed activity at its next monthly meeting and communicate a decision to the member within the week following that meeting. If the proposal is

not approved, the Board will provide a rationale for the decision; however, decisions not to approve a fundraising activity are final and not subject to appeal.

Once an activity is approved, members may use the WGB name and logo for promotion and execution of the fundraiser. Net proceeds from WGB-approved fundraising initiatives are divided, with 70% applied to the member's account as fundraising credit and the remaining 30% retained by WGB to support its broader financial needs.

## **12. CLUB WITHDRAWAL**

If a swimmer withdraws from WGB, any unused or excess fundraising credit on their account will be forfeited and will not be refunded or paid out under any circumstances. Fundraising obligations associated with any sessions attended prior to withdrawal remain in effect and must be met, as outlined in the WGB's Refund Policy.

## **13. COMPLIANCE AND POLICY ACKNOWLEDGMENT**

By completing registration with the WGB, families confirm that they have read, understood, and accepted the terms of this fundraising policy.

Failure to meet fundraising obligations may result in administrative action, including withholding access to future program registration, swim meet entries, or other WGB privileges until outstanding commitments are fulfilled.