



PCFA TEAM FUNDRAISING GUIDE

Helping Teams Reduce Costs and Build a Strong Team Experience

Fundraising can help reduce costs for families and provide teams with additional opportunities such as tournaments, training, equipment, and team events. Fundraising should be **simple, fair, transparent, and focused on benefiting the team as a whole.**

1. FUNDRAISING REQUIREMENTS

All PCFA teams must follow these principles:

Start with an approved team budget.

Teams must share their proposed budget with families at the beginning of the season and have families vote on it. Teams should aim for 100% support for the budget. Final team budgets must be submitted to **treasurer@pcfa.club** by **October 15** each season.

Team funds are for team use.

Fundraising proceeds belong to the team and cannot be paid out to individual players or families. Funds must be used in accordance with the team's approved budget.

Be transparent.

Fundraising revenue and expenses must be tracked, with families kept informed about how much has been raised and how funds are being used.

Keep opportunities fair and accessible.

Fundraising expectations should be communicated clearly, including what participation is expected and what is optional. For some families, finances are their biggest constraint, for others, time is their biggest challenge. Options for fundraising and/or team fees should try to balance both.

Keep local fundraising local.

Onsite fundraising activities, such as selling donuts outside a store, and business sponsorship requests should generally take place within **Port Coquitlam**. If there is a good reason for an exception—for example, a player's family owns a business in another community—please contact PCFA in advance.

Follow gaming requirements.

Activities such as raffles and 50/50 draws require the appropriate **BC Gaming licence**. Contact PCFA's Gaming Permit Coordinators before organizing these activities. There is a requirement to submit a **Gaming Event Revenue Report (GERR)** within 90 days after the last gaming event authorized by the licence.

2. BUILDING YOUR FUNDRAISING PLAN

Keep your plan straightforward:

1. **Determine what you need to raise.** Start with your approved team budget and identify the amount fundraising is expected to cover.
2. **Choose a few effective activities.** Sponsorships, bottle drives, onsite sales, raffles, 50/50 draws, BBQs, car washes, and partnerships with local businesses are common options.
3. **Set expectations early.** Tell families what activities are planned, what participation is expected, and how the proceeds will benefit the team.
4. **Assign responsibility.** Identify who will coordinate each activity and ensure the Team Treasurer tracks all revenue and expenses.

3. TIPS FOR SUCCESS

Start early. Spreading fundraising throughout the season is easier than trying to raise a large amount in a short period.

Look for high-return opportunities. Local business sponsorships can generate significant funds with relatively little effort. Encourage families to consider appropriate connections within the Port Coquitlam community.

Respect families' time. Keep participation manageable and provide flexibility wherever possible.

Communicate regularly. Families should understand why money is being raised, how much has been raised, and how it will be spent.

Make it a team activity. Fundraising can also be an opportunity for players and families to spend time together and build team culture.

4. FINANCIAL ACCOUNTABILITY

The **Team Treasurer** is responsible for maintaining accurate financial records, tracking fundraising proceeds and expenses, providing appropriate updates to families, and ensuring funds are used in accordance with the approved team budget and PCFA policies.

Team Managers and Head Coaches should work with the Team Treasurer to ensure fundraising activities and expectations are clearly communicated.

5. PCFA SUPPORT

Gaming Permit Coordinators

tbd

PCFA Policies & Procedures

[PCFA Policies & Procedures](#)

When in doubt, check with PCFA before starting a fundraising activity.