



Team Fundraising Coordinator

Sylvan Lake Minor Hockey

Time Commitment: Approximately 5-7 hours for the season

Reports To: Will report to your team treasurer, the Tournament and Fundraising Coordinator from SLMHA -Raelene Laiss and VP of Finance -Chantel Buchanan.

Position Summary

The Fundraising coordinator plays a vital role in supporting the financial needs of the team by planning, organizing and overseeing all fundraising activities. This person is responsible for creating effective fundraising initiatives, securing and receiving sponsorships and donations.

Key Responsibilities

Develop and implement fundraising strategies to meet the team's goals. Oversee fundraising events and manage the teams association wide 50/50 raffle. Ensure compliance with SLMHA fundraising regulations. Work with your team manager, treasurer and head coach to set targets and ensure proper timelines.

Role-Specific Duties

Coordinate team participation in association wide fundraising program (50/50) prior to proceeding with team specific fundraising attempts. Research and recommend fundraising opportunities that suit the teams' needs and those opportunities fall under the guidelines set out by the SLMHA. Track and collect all funds raised, and ensure any funds are properly deposited into the correct accounts according to SLMHA guidelines. Work with your team treasurer to reconcile fundraising revenue and expenses.

Qualifications & Skills

- Traits for success for this role are: Have good Organizational & Time management skills. Be detailed orientated. Have strong written and verbal communications skills to engage with team. Be creative and have the ability to problem solve. A good understanding of financial awareness and basic budgeting skills are recommended.



Training & Support Provided

- You will be provided with the guidelines outlining the parameters for fundraising set by the SLMHA.
- You will be provided with the raffle permit application and resources for fundraising and information needed for AGLC requirements.
- You will be given resources to complete the association wide 50-50 raffle prior to starting team specific fundraising.
- You will be in contact with the Tournament and fundraising Coordinator who will be available to answer any questions needed.



- SLMHA Admin