Purpose:

The following Special Olympics Manitoba Fund Raising Guidelines have been developed by the Marketing Committee of the Board to provide guidance and direction to interested outside parties (including third party fundraisers) and Special Olympics Manitoba staff and volunteers who wish to undertake fund raising programs or events on behalf of the organization. In all fundraising instances every effort must be made to protect the integrity and interests of SOM athletes, and the name and symbols of Special Olympics Manitoba.

All Provincial fund raising programs or events that are undertaken by either Special Olympics Manitoba staff/ volunteers or outside special interest groups will fall under the auspices of and report to the Vice President of Marketing and Development and the Marketing Committee;

All Provincial fund raising programs and events will have a Chair approved by the Vice President of Marketing and Development or the President of SOM (the exception to this would be the Law Enforcement Torch Run (LETR), which has its chair elective by their constituents). As the Chair of a Special Olympics Manitoba fund raising program or event, he/she will have the responsibility to report on the activities of their program or event to the Vice President of Marketing. Minutes of any program or event Committee meetings would be submitted at this time.

Each fundraising program or event Chair will be responsible for the development of their own committee. A pool of fund raising volunteers will be available to draw from, if required.

All Provincial fund raising programs or events must be pre-approved by the Vice President of Marketing and the Marketing Committee. A business plan should be presented to outline the key components of the event or program.

Each fund raising program or event Chair will be responsible for the development of Committee budget. This budget will be pre-approved together with the program or event business plan;

The Special Olympics Manitoba Vice President of Marketing or an appointed staff member will be an ex-officio member of all Special Olympics Manitoba fund raising programs and event Committees, and as such, will provide staff support and guidance to all fund raising activities;

All agreements, contracts and sponsorships developed with outside organizations or groups will be documented and submitted to the Special Olympics Manitoba Vice President of Marketing for approval and final signature. A Special Olympics Manitoba Memorandum of Understanding, outlining all sponsor benefits, together with the terms and conditions of their donation or gift, will be developed by the Committee Chair in concert with the Special Olympics Manitoba Vice President of Marketing. All legal documents and contracts are to be signed by an authorized staff person at Special Olympics Manitoba;

- Sponsorship agreements with provincially focused organizations may provide for exclusivity within their product line or area of specialty. Where such agreements are negotiated, Special Olympics Manitoba must support and honour these agreements. Every effort will be made to minimize the impact that such agreements will have on the ability of regions to raise funds.

- Special Olympics Manitoba will initiate fundraising ventures that are provincial in scope including contact with appropriate ministries of the Provincial Government, Foundations with a provincial focus, Service Clubs with a provincial or district mandate, corporations, special events, promotions, and private donors.

- Any fund raising event or program which has substantial financial risks or implications for Special Olympics Manitoba or raises substantive moral or ethical issues will require the approval of the Executive Committee of the Board; and

- Special Olympics Manitoba will accept sponsorship / funds raised for Special Olympics Manitoba EXCEPT by persons or organizations engaged in questionable ethical or moral enterprises or illegal activities.