

Youngstown Ohio Hockey Organization's (YOHO) Fundraising



Handbook

(2023-2024)

Find us on Facebook: YOHO

Mission Statement:

Youngstown Ohio Hockey Organization's, purpose is to provide financial support and recognize participants and athletic programs of youth hockey while providing support for funding, including but not limited to the cost of play, tournaments, apparel, ice time, membership, etc.

YOHO Leadership:

Voting Board Members (elected by Membership)

| Position | Name | Elected | Term | Election |
|----------------|--------------------|---------|---------|----------|
| President | Kelly Echols | 2023 | 2 years | 2025 |
| Vice President | Michelle Silvestri | 2022 | 2 years | 2024 |
| Treasurer | Maureen Lloyd | 2022 | 2 years | 2024 |

| | | | | |
|---------------------|--------------|------|---------|------|
| Assistant Treasurer | Suzy DeAbate | 2023 | 2 years | 2025 |
| Secretary | Joe DeAbate | 2023 | 2 year | 2025 |

Leadership/Team Fundraising Coordinators (Board/Team-Appointed)

| Position | Name | Term |
|-----------------|-------------------------------|-------|
| ADM Blue Level | | 23/24 |
| ADM White Level | Molly Savich & Carrie Ratliff | 23/24 |
| Squirt B Level | Lynn Coburn | 23/24 |
| Squirt A Level | Ali Morrison | 23/24 |
| Peewee B Level | Melissa Ervin | 23/24 |
| Peewee A Level | Marie Rupert | 23/24 |
| Bantam Level | Jen Houser | 23/24 |
| | | |
| | | |

Board of Director Duties

President:

- Creates all board meeting agendas
- Sets up and controls the BOD group me
- Sets up and controls the Manager group me
- Sets up and controls the fundraiser Committee group me
- Oversees the daily activities of the BOD and the Fundraising Committee.
- Sets up board meeting dates
- Will be one of the check signers
- Will be one of the fundraiser coordinators

Vice President:

- Scrip coordinator
- Monitor and help with Social Media
- Distributes sponsorship letters
- Help make money deposits to the bank

Secretary:

- Type up Board meeting and other meeting notes
- Email board minutes to the board members
- Send member emails
- Monitor and help with Social Media
- Keep track of ongoing fundraisers
- Will be one of the fundraiser coordinators

Treasurer:

- Keep books and team fundraising accounts
- Write and sign Checks
- Signs the Taxes
- Manage the Venmo account/Debit card
- Help make money deposits
- Make sure all taxes are complete and the President signs the documents, by working closely with the CPA assigned at the time.
- Verify money coming in with a second person
- Will work on team spreadsheets to track all fundraisers with Assist. Treasurer

Assistant Treasurer:

- Help make money deposits to the bank
- Will be one of the check signers
- Write and post mark sponsorship thank you letters within 30 days of receipt
- Verify money coming in with a second person
- Make sure all parties have the correct documents for deposits and reimbursements (Managers, fundraising coordinators and committee members)
- Will work on team spreadsheets to track all fundraisers with Treasurer

Board of Directors:

- Will work as a group with the team representatives for team, individual and organizational fundraising
- Will collectively choose Fundraising coordinators for the larger fundraising events.
- Will vote on any discrepancies that come up about fundraising
- Create the Sponsorship Form
- Updating the hand book and bylaws as needed

YOHO Fundraising

General Fundraising Information

- All money collected by a Team must be counted and verified by the person in charge of the Team as well as the YOHO Treasurer/Assistant Treasurer. Any discrepancy will be brought to the Team's attention.
- All fundraising must be run through the Organization (there should be no external fundraising).
- All funds will be deposited in one bank account. Team spreadsheets will be kept to track all team funds. To utilize your fundraising money, the Team Manager must request a check with proper documentation for the YOHO Treasurer. Purchases can also be paid straight from the account.
- Individual fundraising is permitted and will go back to the member individually and must be used on Hockey expenses, receipts will be requested. This fundraising must still be organized and run through the Team and YOHO.

SCRIP Gift Card Rebate Program

YOHO sponsors the SCRIP program, which was started as another way for families to earn money toward their player's fees. The SCRIP program is a gift card program which generates cash rebates from the participating retailers at www.shopwithscrip.com.

These rebates can be applied to your bill and/or designated as a donation to the Organization. During the 2023-24 season, the YOHO BOD has determined

April 1st - July 31st - 75% member and 25% organization

Aug 1st - Dec 31st - 75% member and 25% organization

Jan 1st - March 31st - 75% member and 25% organization

75% member profit will be the highest unless the BOD determines otherwise. The Organization is responsible for the annual fees, administrative fees, and shipping costs for the SCRIP program. Should your SCRIP transaction not clear your bank account through Raise Right, you will be liable for all costs incurred. Contact Michelle Silvestri at yohovp@gmail.com with any questions or help in setting your account up.

- Members will be reimbursed by check within 30 days after the period has ended.

GOAL JARS and 50/50 MONEY

- Each team may elect to utilize these as fundraisers.
- The person/people in charge must keep an excel spreadsheet for each detailing each game's collection and/or expenses.

- You must maintain an excel spreadsheet documenting how much money is collected at each game. You may either turn this money into the YOHO Treasurer monthly (with your spreadsheet) or turn the money all in at the end of the season.
- The money from these fundraisers MUST be utilized on the players and/or coaches.
- To utilize the money, you must have half the team's approval documented through an e-mail/Teamsnap/Initials etc.
- At the end of the season, the accounts must be 0 and all expenses must be on the excel sheet.
- NOTE: The YOHO Treasurer can request the spreadsheets at any time.

YOHO Sponsorship

Please refer to the current season YOHO Sponsorship form for the latest sponsorship packages. Sponsorship packages, donation levels and incentives are outlined on this form. If a sponsor wishes to donate a different amount, or requests a different incentive, this must be presented to the YOHO Board in advance for review and approval before such sponsorship can take place.

Additional Position Descriptions

YOHO Committee:

- Each team will pick a member to represent their team for fundraising purposes (The person is not to be the manager, but must work closely with the team manager).
- This member will be responsible for handling the funds for each team or individual fundraiser for the team or individuals. (Filling out the proper paperwork)
- They will be responsible for reporting the fundraising information to their team.
- They will be responsible for the communication with the team and BOD about fundraisers.
- Will work with the Assistant Treasurer to make sure the budgets are up to date at all times.

YOHO Fundraising Coordinator(s) Duties:

- 2 BOD positions appointed by the YOHO Board. These Coordinators will be chosen/appointed once the organization fundraising events have started. The coordinators will decide which events to be responsible for running.

- Responsible for coordination and execution of any/all YOHO organizational event fundraisers which may include but are not limited to: Purse Bingo, Golf Outings, etc. This position is not responsible for team-level coordination of fundraising.

ADM Tournament Coordinator Duties:

- Appointed by the YOHO Board.
- Responsible for the coordination and execution of the season-end ADM tournament which includes but is not limited to:
 - Collecting Team Registrations and Payments
 - Reviewing Teams and assigning competitive placement brackets
 - Selecting hotels for out-of-town teams and providing info to teams for booking
 - Selecting and coordinating T-Shirt vendor
 - Selecting and coordinating Picture vendor
 - Selecting vendor and ordering any all trophies, medals or banners for winners
 - Selecting a concession stand coordinator
 - Coordinating all volunteers for the event
 - Email communication with Teams
 - Communication with the USHL representative and Covelli Representative.
 - Coordinating events and activities at the USHL phantoms game
 - Keep a budget and all receipts for the Tournament
- Responsible for any other duties that may arise with the Tournament

YOHO Board Meetings

The YOHO Board will hold a minimum of two meetings for our membership during the course of a season, with at least one of those being considered the “annual” meeting during which time nominations for any Board positions will be received. Membership is defined as the parents and/or guardians of current players within Blackbear.

When attending Board meetings, those observing are expected to conduct themselves in a professional, respectful and attentive manner. If wishing to address the board, you must sign in prior to the start of the meeting on a provided sign in sheet, and will be given 3 minutes to speak. If members in attendance become disruptive, the Board has every right to ask them to leave. Additionally, anyone attending these meetings who is suspected of/or is under the influence of alcohol or drugs will be asked to leave the meeting immediately.

Policy and Handbook Changes:

While this Handbook covers most situations and topics, there may be others not specifically addressed herein. This does not constitute a lack of policy, precedent or requirement. Any questions regarding topics covered/not covered herein should be raised with the YOHO Board for guidance and direction. Changes to this handbook can be made at any time by a two-third affirmative vote of the YOHO Voting Board of Directors.

YOHO Contact Information:

| Board Position | Name | Email |
|---------------------|--------------------|--|
| President | Kelly Echols | yohopresident@gmail.com |
| Vice President | Michelle Silvestri | yohovp@gmail.com |
| Treasurer | Maureen Lloyd | yohotreasurer@gmail.com |
| Assistant Treasurer | Suzy DeAbate | yohoasstreasurer@gmail.com |
| Secretary | Joe DeAbate | yhosecretary@gmail.com |

General Board email: yohoboard@gmail.com

Board approved: 12/04/2023