

**Policy Number:** NWR10

**Most Responsible Board Member:** Treasurer

**Approval date:** May 7, 2025

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## Gift Card Fundraising

The gift card fundraiser supports various teams by providing an opportunity to raise funds through the sale of gift cards. Northwest Ringette provides the opportunity for teams to participate in the gift card fundraiser as an optional activity.

## Definitions

Refer to the Northwest Calgary Ringette Society (NWR) Bylaw definitions.

The following terms have these meanings in this Policy:

**Gift Card** means a prepaid card that can be used as payment for goods or services at the specified merchant.

**Participant** means any individual involved in the fundraiser to promote and sell gift cards – typically comprised of an Athlete or caregivers of an Athlete.

**Purchaser** means any individual who chooses to purchase a gift card.

**Team(s)** means any association team (group of participants) involved in the fundraiser to promote and sell gift cards.

## Responsibilities

### Association

- Each year, an assigned representative from NWR will decide based on past sales and current interests which gift cards to make available to teams to sell.
- The assigned NWR representative will be responsible for negotiating the return on each gift card and make that equal for all teams participating.

### Teams

- Teams will assign one team representative as a single point of contact for the NWR Gift Card Representative.
- Team representatives are responsible for reviewing the final list of grocery cards orders with the participants to ensure accuracy.
- Team representatives are responsible for submitting the total team order via the instructions given by the NWR Gift Card Representative by the due date.
- Team representatives are responsible for ensuring the correct bank draft payable to Northwest Calgary Ringette Society is provided to the NWR Treasury Representative by the due date.
  - o If the bank draft is not provided by the due date to the correct payee, the gift card order will not be processed by the NWR Gift Card Representative and no gift cards will be ordered on behalf of the team. If this happens, it is the accountability of the team treasurer (or the team gift card treasurer) to return 100% of the funds collected from purchasers back to the correct purchaser.
  - o NWR accepts no responsibility or liability for gift card orders not properly submitted or funds received or not returned by teams.

## Waiver of Liability and Indemnification

Teams participating in the gift card fundraiser and all participants agree to the following:

- **Assumption of Risk:** Participants and teams understand that there are inherent risks associated with fundraising activities, including but not limited to loss of funds, misuse, or expiration of gift cards.
- **Release of Liability:** Participants and teams hereby release, waive, discharge, and hold harmless NWR, its officers, association volunteers, and affiliates from any and

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all claims or liabilities related to the gift card fundraiser, including any loss, theft, or other disputes arising from the purchase, distribution, or use of gift cards.

- **Responsibility for Use:** Purchasers acknowledge that they are solely responsible for any disputes regarding the use of the gift cards and agree to resolve such matters directly with the merchant or issuing company.
- **Indemnification:** Teams, participants, and purchasers agree to indemnify and hold NWR, its agents, its officers, association volunteers, and affiliates from any and all claims, demands, actions, or lawsuits arising from their participation in the fundraiser, including claims from third parties and purchasers.

## Terms of Sale

- All gift cards sold during the fundraiser are final and non-refundable.
- It is the participant's responsibility to ensure they provide accurate information regarding the gift cards and their intended use to the purchasers.

## Revision History

Date	Action Taken
May 7, 2025	New policy document. Approved by the NWR Board.