

ACAA MEMBER HANDBOOK

2020-2021

ACAA Mission Statement

Our mission as the ACE Cheerleading Athletes Association (ACAA) is to provide fundraising opportunities to our members as a means of assisting athletes and their families with the costs associated with being involved in the sport of Cheerleading as required by Alberta Cheer Empire.

Annual General Meeting

We typically hold our Annual General Meeting within 30 days of tryouts. Due to Covid- 19, it will be held later. We encourage all interested members to attend to hear about the events of the previous year, as well as any new items that are being introduced. We value our member's feedback, and participation in making decisions and coming up with new ideas. We will also hold elections for any open board positions at that time.

Who we are

ACAA is a non profit society, whose board of directors is made up of parents who have children that have been participating at Alberta Cheer Empire for a minimum of (1) year, and are ACAA members. We are all volunteers.

We are separate from Alberta Cheer Empire, but our goal is to support parents and athletes of Alberta Cheer Empire. Fundraising is an optional program and is here to support families with the costs, but not be the only means of paying your mandatory fees.

How do I become a member?

Our fundraising year coincides as closely as possible to Alberta Cheer Empires season as possible, with membership starting September 1, and ending April 30. These dates will be fluid for 2020-2021 Each household only requires one membership and households can combine memberships if the funds are going to the same athlete(s) account. Memberships cost \$25.00. Fees are used to cover operating costs, membership drives and events that we may sponsor with or for Alberta Cheer Empire.

Membership forms are available on Alberta Cheer Empires website, and at both gyms.

Any questions regarding memberships contact membershipsacaaboard@gmail.com

How much, and what can you fundraise for?

As of 2020- 2021 you are eligible to fundraise for the following items (exact dollar amounts will vary dependent on the team(s) your athlete(s) are on for the current season only, monies cannot be carried over to the next season.

- Team Fees
- One pair of shoes per season
- One uniform per season (must be purchased through Alberta Cheer Empire)
- The cost of travel for your athlete(s). If parented, the cost of one guardian travel transportation and accommodation. If unparented, you cannot fundraise for guardian travel fees.

We do our best to monitor all members funds and make them aware if they are close their yearly limit. Any funds over the yearly amount, will be forfeited to ACAA. **Its ultimately your responsibility to know how much you have fundraised.**

How do I receive my funds?

There are 2 options to withdraw your funds, a transfer to your jack rabbit account, or a cheque. We offer 4 payouts per season, listed below, so you can plan accordingly. The last payout of the season is an important one, as that is your last opportunity to withdraw your funds for the season. Any monies not withdrawn will be forfeited to ACAA, as there is no carry over to the next season. You do not have to withdraw your funds at each payout, but the option is there.

Payment Schedule for 2020/2021 Season

Reimbursement/transfer date: July 15, 2020.

Forms due July 1, 2020

Reimbursement/transfer date: Sept. 30,

2020. Forms due Sept 15, 2020

Reimbursement/transfer date: Dec. 15,

2020. Forms due Dec.1, 2020

Reimbursement/transfer date: April 30,

2021. Forms due April 1, 2021

If an ACAA member leaves Alberta Cheer Empire, they have 30 days to request a payout of your funds, or it will be forfeited to ACAA. You will receive your funds on the next scheduled payout. If the funds have already been transferred to Alberta Cheer Empire, they will not be returned, following Alberta Cheer Empires refund policy. If you have any questions, please email [fundrasingacaaboard@gmail.com](mailto:fundraingacaaboard@gmail.com)

ACAA Policies on Sales Fundraisers

- Cheque is the preferred form of payment for fundraisers. The only other accepted form of payment is cash to the exact amount. Coin may be used in order to make an exact payment as no change will be given.
- ACAA ~~cannot~~ accept third party cheque unless they are from a business. Any third party who would like to write a cheque for a fundraiser, will need to make it payable to the ACCA member and the member shall write a cheque to ACAA.
- Any cheques returned as NSF will have to be replaced with cash only and include any banking fees occurred by ACAA.

Sales Fundraisers

All fundraisers are subject to change at any time

September

- Worlds Finest Chocolate Covered Almonds: Cases are purchased at \$60.00 a case and sold by yourself for \$2.00 a box. \$28.50 is credited to your fundraising account.
- Yo Baba: Exact details to come!

November/December

- Safeway/Sobeys Gift Cards: Gift cards can be pre-ordered in \$25, \$50 or \$100 denominations. Depending on the organizations sales, each member will receive up to 8% of their sales. To date, we have made the 8% return.

January- April, 2021. All fundraisers are tbd as we are waiting on our fundraising partners.

Any questions please email fundrasingacaaboard@gmail.com

Volunteer Fundraising Opportunities

(These opportunities are not guaranteed, and set wages are subject to change)

Due to COVID-19 we are not able to offer Edmonton Eskimos, FC Soccer, or any LIDS events for 2020. We hope to for 2021 but that is beyond our control.

In addition to the sales fundraisers offered by ACCA, we have access to Volunteer Fundraising Opportunities. ACAA members, and their families can work a variety of customer service shifts at a set wage. These opportunities have been earned by our groups hard work, customer service skills, and positive attitudes. It is within the right of the management of any of the organizations to request member(s) to not be given volunteer shifts, if they have reasonable reasoning to do so. It is up to the board to comply with these requests

Set wages are:

Lids Concerts/events (selling/handling merchandise): \$75.00

Hockey Games (selling/handling merchandise): \$65.00

Edmonton Eskimo's (concession stand): \$50.00

FC Soccer (concession stand): \$50.00

Both the Edmonton Eskimo, and FC Soccer, offer a bonus at the end of the season.

Event shifts are offered and scheduled by email request from the ACAA Volunteer Coordinator. Shift ~~req~~ are typically sent on monthly, with additional shift requests being sent out if needed. One volunteer per athlete per shift, a month unless otherwise needed.

For more information please email volfundraisingacaaboard@gmail.com