



September 16, 2022

Re: Corporate Donations from parent employers

Every year, many companies donate funds on behalf of parents to sports organizations like Trails West Hockey Association. These funds are usually remitted directly to Trails West. Trails West will then re-direct the funds to the team in which the parent's child belongs to.

If a parent on your team is fortunate enough to receive funds from their employer in which they want to direct to their team, please ensure the following steps are carried out to ensure the timely payment to your team:

1. Cheque must be made payable to Trails West Hockey Association. It should be mailed to the attention of the Treasurer or Administrator.
2. Send an email to treasurer@trailswesthockey.com and admin@trailswesthockey.com confirming the following:
 - Amount to be received
 - Name of parent
 - Name of team receiving the funds
 - Name of individual or team to which replacement cheque is to be made out to (ie. team treasurer)
 - Address to which the replacement cheque is to be mailed to
3. The team who is receiving the donation is responsible for ensuring all funds received as part of a corporation donation program are used according to the donation rules of the corporation. Trails West Hockey Association assumes no responsibility for ensuring funds are used accordingly unless said funds are given directly to TWHHA for the association's use only.
4. All corporate donation funds must be received by Trails West no later than February 1, 2023 to be issued to a team for the 2022-2023 season. Funds received after this date will either be returned to the corporation or deposited and held for the employee's team for the 2023-2024 season.

Please contact me if you have any questions.

Sincerely,
TRAILS WEST HOCKEY ASSOCIATION

Trevor Kawka
Treasurer

c/o Flames Community Arenas
2390 – 47th Avenue SW Calgary AB T2T 5W5
admin@trailswesthockey.com