



## CSC Team Funds Policies

### Article I

#### Purpose

The purpose of the team funds policies is to allow for individual travel and academy teams to fundraise for their team. Fundraising through the CSC allows businesses to receive a tax deduction for their donation and allows CSC to ensure that raised funds are spent in accordance with regulations and the CSC mission.

### Article II

#### Definitions

##### 1. Team Manager

Designated person or persons for each team who is responsible for carding players, registering teams for tournaments, and providing other administrative support for team coaches.

##### 2. Treasurer

Member of the Board of Directors responsible for budget planning and financial reporting.

##### 3. Office Manager

Member of the staff and employee responsible for accounts payable/receivable, procurement and filing.

##### 4. Vice President of Travel

Member of the Board of Directors responsible for travel and academy operations.

### Article III

#### Procedures

When a travel or academy team is interested in conducting a fundraiser to support solely their team efforts, they must follow the steps below:

1. Team manager must submit a written request via email to the Vice President of Travel detailing when the fundraiser would take place, the goal for which the team is raising funds, and any other pertinent information about their proposed fundraiser.
2. The VP of Travel will ask any questions as necessary and either approve or deny the request. Conditions that would result in a denial of fundraising request could include a venue that is not consistent with CSC mission, an opportunity that is not appropriate for children, or a fundraising date that is taking place on an already arranged CSC club fundraiser.

3. When the fundraising event is approved, the VP of Travel will copy the Office Manager on the approval email.
4. The office manager will provide minimal support for fundraising events to include providing the 501(c)3 number to businesses and arranging for advertising on the CSC website.
5. The team and team manager are responsible for marketing and staffing the event. All funds received must be submitted to the office manager within 48 hours of the event. In the event the funds raised are sent directly to the club, this step is unnecessary.
6. The office manager will deposit the funds into the CSC general checking account.
7. The office manager will maintain a spreadsheet of each teams' raised funds. This spreadsheet will be made available to the VP of Travel on a monthly basis. The VP of Travel will share the spreadsheet with the team managers as frequently as he/she sees fit, and certainly upon request.
9. Only funds from approved fundraising events will be used for CSC travel and academy teams.
10. The funds will remain available to the team from year to year. In the event a team graduates from the club or becomes inactive, the funds will roll over into general use funds for the club.
10. As of 1/1/2016, all teams will be required to close any external accounts and no external accounts will be permitted in the future. Any remaining funds in external accounts may be deposited into the CSC general account and recorded on the spreadsheet by 2/1/2016.