



The Elkridge Youth Organization Fund Raiser Policy & Application

This application is required for all fund raisers associated with EYO, both for the recreational leagues and travel leagues. The form is to be completed by the Fund Raiser Chairperson and submitted to the Sport Commissioner for approval, who will review the application. The Sport Commissioner will ensure the application is complete for all sections, the application is consistent with the mission of EYO, properly addressed all special conditions in Section 3, and that the sport has sufficient funds to pay any expenses.

All information must be completed in full and approved prior to the start of the fund raiser. EYO reserves the right to deny applications or terminate a fund raiser that is non-compliant. An email of the completed application from the Chairperson will be considered the same as a signature on a hard copy of the application and shall be bound by all conditions herein. Upon approval, the Sport Commissioner will notify the Chairperson and also forward the application to the Director of Ways and Means (as informative), Secretary (for filing), and Treasurer (for accounting).

Monies collected should be in the form of checks made payable to EYO, never to be made out to an individual. Although checks are preferred, cash may be collected.

All fundraising programs will be maintained on a foundation of truthfulness and responsible stewardship. Its fundraising policies will be consistent with our mission, compatible to our organizations capacity, and respectful to the interests of our donors and prospective donors.

Section 1 – Fund Raiser Specifics

Sport: _____	<i>Enter Baseball, Softball, Soccer, Basketball, Tennis, Other (explain).</i>
Rec or Travel: _____	<i>Enter Rec or Travel.</i>
Fund Raiser drive name to be used on advertising: _____	<i>Example: EYO Travel Baseball Dinner Dance. The name of the person responsible for managing the event and depositing the monies received, see more details below.</i>
Fund Raiser Chairperson: _____	<i>Enter the date of when the last background check was done for the Chairperson. For assistance, contact the EYO Secretary.</i>
Date of background check of Chairperson (background check is required): _____	<i>Enter the date the fund raiser will begin.</i>
Time period for raising – Begin: _____	<i>Enter the date the fund raiser will end.</i>
Time period for raising – End: _____	<i>If fund raiser is for a specific team or league, enter that info. Example: 10U Smith.</i>
Team/League, if applicable: _____	<i>Enter the location where will the event be held.</i>
Location: _____	<i>Enter the amount expected to be collected. If for a tournament entry fees or equipment, specify the amount or a range needed, and any other expenses that it will need to cover.</i>
Revenue amount: _____	<i>Enter the amount of any expenses expected to be incurred such as the purchase of supplies.</i>
Expense amount: _____	<i>Revenue minus expense.</i>
Expected Net Proceeds: _____	

Enter the type of fundraiser from the list below; complete the details for that type later in the application. If not listed, contact EYO Director of Ways and Means as the application will need board approval.

Type of Fund Raiser: _____

- Bake Sale
- Bingo
- Carwash
- Chance Book
- Concession Stand
- Concert
- Dance
- Dinner
- Paddle Wheel
- Raffle
- Sale of Promo Items/Clothing
- Silent Auction
- Tournament Hosting
- Wheel of Fortune

Section 2 - Statement of Purpose and Details

All fund raising efforts need to define, in advance, for what purposes the money is to be used. This section is to also document how the fundraiser will be conducted. *Examples of purpose: replacing damaged batting cages, buying new umpire equipment, building scholarship fund, reducing next season’s registration fees, entry fees into tournament (must specify tournament), improve facilities, etc.*

Section 3 - Special Conditions

- Will the event be conducted outside of Howard County? _____ *If yes, permits may be required. Contact EYO Vice President.*
- Will alcohol be present? _____ *If yes, insurance required. Contact EYO President.*
- Will the event be in a location owned by someone else? _____ *If yes, property owner may request to be added as additional insured. Contact EYO President.*
- Will bingo be conduct by a non-Howard County resident? _____ *Bingo: a person who is not a legal resident of Howard County may not conduct bingo in the county, even if the game is for the benefit of EYO. Contact EYO Director of Ways and Means.*
- Will the event use a paid fundraising consultant or contractor? _____ *If yes, contact Director of Ways and Means.*

Section 4 - Prohibited Events

The following fund raisers are strictly prohibited by the laws of Howard County. Any member engaged in or promoting these fund raisers as associated with EYO will be barred from membership and removed from any position within EYO.

- **Game Devices not specifically listed in “Type of Fund Raiser” in Section 1**
- **Card Games**
- **Dice Games**
- **Roulette**

Section 5 - Chairperson Responsibilities

1. The Fund Raiser Chairperson will be responsible for collecting, handling, and the proper depositing of the monies. The Chairperson shall scan all check front images into an electronic file in pdf format. The file shall be emailed to and the checks/cash hand-delivered to the EYO Secretary or Sport Treasurer for filing and deposit. The deposit shall follow the standard procedures for all deposits into EYO accounts. All deposits shall be completed no later than 2 weeks from the end of the fund raiser. Deposits may be made at any time during the event, and is encouraged for long events. The deposit shall follow the standard procedures for all deposits into EYO accounts.
2. The Fund Raiser Chairperson and volunteers may not be compensated as part of the event.
3. When using the services of a paid professional fundraising consultant or contractors, EYO should only use the services of professional solicitors and fundraising counsel who are properly registered with the office of the Secretary of State of Maryland. Contractors used for managing or working an event must have a W9 on file with EYO.
4. Any expenses related to the fund raiser will be sent to EYO Finance for payment using the payment request form and process, including receipts.
5. The Fund Raiser Chairperson will exercise control over any volunteers, contractors, other organizations or businesses that are known to be soliciting contributions on behalf of EYO related to this fund raiser.
6. A summary of the fund raising revenue and expenses must be submitted to the EYO Treasurer upon completion of the fund raiser. On-going fund raisers must submit quarterly statements to the Finance Committee.
7. The Chairperson shall review and share with volunteers the EYO Fund Raising Policy at the end of this document.

Section 6 - Excess Funds

Any funds in excess of the net proceeds associated with this project or event will be placed in an account earmarked for additional improvements for the sport (both recreation and/or travel) or to offset general registration fees, at the sole discretion of the EYO Board of Directors.

Section 7 - Fundraising Activities

Charitable fundraising provides an important source of income for the work of EYO. The organization's fundraising program will be maintained on a foundation of truthfulness and responsible stewardship. Its fundraising policies will be consistent with our mission, compatible to our organizations capacity, and respectful to the interests of our donors and prospective donors.

1. Solicitation and promotional materials must be accurate and truthful and must correctly identify the organization, its mission and the intended use of the funds.
2. All statements made by EYO in its fundraising requests about the use of a contribution must be honored.
3. EYO must honor the known intentions of a donor regarding the use of a donated fund.
4. All fundraising activities will comply with Maryland State and Howard County legal fundraiser rules.
5. All fund raisers, using the Fund Raiser Application available on the EYO website, must be approved before they are initiated.
6. The EYO Finance Committee or the Ways and Means Committee has the authority to terminate any fundraiser that is non-compliant. Funds raised by an unapproved event or a manner inconsistent with EYO policy must be surrendered to the Finance Committee and will, at the discretion of the Finance Committee, be returned to the donors or placed in the general fund.

Section 8 - Donor relationships and privacy

Solicitations should be free from undue influence or excessive pressure and should be respectful of the needs and interests of the donor, including but not limited to, respect of donor privacy and confidentiality.

Section 9 - Responsibilities of the Board of Directors

1. The Director of Ways and Means shall be responsible for performing quarterly reviews of applications for adherence to policy, proposing policy and application updates to the board as needed, and investigating any fund raiser application questions and documenting the results which will be provided to the board and filed. Any new types of fund raisers shall be presented to the board before approval.
2. The Secretary shall be responsible for review of deposit information for completeness and accuracy, saving all deposit documents including check images onto the file server, and physical depositing of funds to the bank.
3. The President and Vice President shall be responsible for investigating and completing any Special Conditions identified on the Fund Raiser Application.
4. The Treasurer shall be responsible for prompt payment of properly submitted expenses and accurate recording of reported revenue.
5. The applicable Sport Commissioner will ensure the application is complete for all sections, the application is consistent with the mission of EYO, properly addressed all special conditions in Section 3, and that the sport has sufficient funds to pay any expenses. Upon meeting these requirements, the Sport Commissioner can approve or deny the application.

Section 10 – Signatures of Submission and Approval

Note: In order to enable the electronic submission of this application, email shall serve as signature. If the application is sent via email from the Chairperson, it will be considered signed by the Chairperson. If the approved application is sent from the Sport Commissioner, it will be considered signed by the Sport Commissioner. If hard copy or fax transmittal is used for submission, signatures are required below.

By signing below, the Fund Raiser Chairperson agrees that if any information in this application is misleading as to the intended purpose of the event, the monies are not properly handled, or exhibits gross neglect is the above duties, the Chairperson will be suspended from the organization for a period of time to be determined by the Board of Directors, but shall be no less that the remainder of the sport season.

Submitted/Approved by:

Chairperson Signature: _____ Date: _____

Sport Commissioner: _____ Date: _____