



## **Baystars Team Fundraising Policy**

### **Purpose:**

To define the process and procedure teams should take when conducting team fundraising activities. This document will help teams undertake fundraising activities specifically for that team. As a 501(c)3, we must adhere to certain laws that allow us to maintain that status. This document defines pre-approved fund-raising events and gives definition on getting approval for new events, as well as how all monies should be handled. The principles and procedure stated herein should be adhered to at all times.

There are times where teams may want to raise money for specific purposes that benefit that team. Fundraising is strongly encouraged by the club, but the Board wants to ensure that we are not competing with other teams or the club as a whole.

Baystars FC is a non-profit organization that is supported by members, local businesses and donors. It is vital that we, as volunteers, protect and promote the reputation of Baystars FC. We recognize the importance of supporting the community that supports Baystars FC. Remember, that for any Baystars fundraiser (team or club wide) we are (club representatives) representing the club and the community's opinion of us is built on how we conduct ourselves at those events.

### **Policy Principles:**

Funds that are raised by Baystars FC Team's can be used for the following:

- Team equipment needs
- Additional team expenses (overnight travel, transportation, etc.)
- Coach/Manager gifts
- Non-on the field team events (parties, trips, etc.)

**To protect Baystars FC non-profit status, fundraised money must be used for the good of a team (or club) and may not be distributed to individual players or player accounts.**

## Procedure:

- All fundraisers must be approved by the Baystars FC Board of Directors. This is done by submitting the **Baystars FC Fundraising Application/Notice/Summary** (found on the Baystars website) form to the Board. The form will be presented at the next regularly scheduled board meeting and once a decision is made the team notified to move ahead or modify their application. It is encouraged for a team representative to attend the meeting to answer questions/concerns the Board may have.
- A member of the Board of Directors will be assigned as a Sponsor to all fundraising events. They will be there to help the team with procedure or to clarify questions. An event that needs to be expedited can be approved by the Sponsoring Board Member on a per-case basis.
- To ease the burden on teams, Baystars FC has preapproved several fundraisers. The form must be submitted to the Board and approved prior to the event being held. The Club Treasurer will be the Board Sponsor for all preapproved requests. The following are preapproved fundraising events (and is maintained on the website):
  - Car Washes
  - Paint Nights
  - Bunco Game Night
  - Bake Sales
  - Spirit Nights
- All activities must be for a specific purpose (what are you raising the money for) and goal (estimated amount of money you intend to raise).
- Less complex fundraisers usually provide the best opportunity to raise funds (i.e. the simpler, the better). In general, fundraising activities should be short in duration, and over the course of an afternoon or evening.
- All printed materials (flyers, tickets, letter, etc.) must be submitted to the Board at the same time as the fundraising application and will be approved/modified at that time.
- The team manager and/or coach is responsible for communicating the fundraising specifics to the team members.
- The event must have an orderly method for accounting for all monies, cash or check, which are raised throughout the event.
  - While not all patrons will want a cash receipt, if one is requested we must provide them with the receipt and a copy of that receipt should be submitted with the post event summary
  - Donors requesting a written disclosure of their donation should have their name and address submitted to the Treasurer with the post event summary

**Post Event Procedure:**

- A written summary of the activity will be completed and submitted to the Board on the **Baystars FC Fundraising Application/Notice/Summary** form. This summary must be submitted to the Board at the next regularly scheduled board meeting.
  
- All cash/checks will be submitted to the Treasurer after the event, with accurate accounting of the totals (see form). Failure to pass any donations through to the Baystars FC Treasurer opens yourself and the club to liability and endangers our 501(c)3 status.
  
- All disbursements of the funds raised must come from an official Baystars FC check issued by the Treasurer in adherence with 501(c)3 laws.
  - The disbursement of the funds that the event was designed to benefit **MUST** come from the Treasurer
  - At no time should cash from the event be used to directly pay for vendors, supplies, etc.
  - Any expenses associated with the event should be paid for by the manager or coach and a reimbursement form be submitted to the Treasurer.
  
- If the event could become regular or should be considered as a pre-approved event please indicate on the summary form.
  
- Proper thank you letters should be sent to the main contributors of the event. Encourage your team players to write a team thank you letter to send to all of your donors!

Please leverage your Sponsor or other Board Members for questions or concerns. We hope your event is a successful one!

<b>Written By</b>	<b>Review Date</b>	<b>Reviewed By</b>	<b>Approved Date</b>
Field Shepherd & Brooke Wilson	9/5/18	Melissa Shepherd, Mary Updike	9/11/18