**POLICY 5: FUNDRAISING** *August 2015*

**5.0 PURPOSE**

GFYSC understands the important of fundraising to offset the cost of team uniforms, tournament fees, and other team activities. Due to the potential dollar amounts that can be raised and the fiscal liability and accountability as a 501c3 Non-Profit organization, the Granite Falls Youth Soccer Club (a.k.a. the Club) needs to account for all fundraising.

# 5.1 POLICY PRINCIPLES

## **5.1.1** All intents to fundraise, as well as a written summary of the event/amount raised will be documented and submitted to the GFYSC.

## **5.1.2** All funds received will be deposited directly into the Club account and earmarked for the Team that acquired the funds. These will be documented and receipted.

## **5.1.3** In any fundraiser where the Team receives one payment, the check must be made out to GFYSC with the team name on the memo line for appropriate accounting.

## **5.1.4** All funds to be reimbursed will be documented, receipted, and will be given in the form of a check from the Club.

## **5.1.5** Due to federal constraints, teams are unable to use the tax ID number for donations. Only the Club can accept *tax deductible* donations. The donation must be directed to the GFYSC, then the Club can disperse to the Team with proper documentation.

## **5.1.6** All activities should be for a specific purpose, and that purpose indicated on the INTENT to Fundraise document.Team fundraising efforts may go towards: tournament fees, overnight player lodging fees, uniform costs, team incentives/party, soccer equipment for training purposes, soccer camp, and other needs approved by the Coach and the Board.

## **5.1.7** In the event the fundraising team is dissolved, the GFYSC Board and Coaches will make a determination of where the funds will be placed for future use. If teams combine, the funds will be placed in the ledgers for the appropriate teams(s).

# 5.2 Responsibilities

## **5.2.1** It is the responsibility of the Coach **or** Team Parent to submit the {INTENT to fundraise DOCUMENT} to the board via mail or email at least 7 business days in advance of the event.

## **5.2.2** It is the responsibility of the Coach **and** Team Parent todecide how the funds will be disbursed to the team.

## **5.2.3** It is the responsibility of the Club Treasurer to distribute the reimbursement within 7 business days of receiving the receipt and proper documentation from the Coach or Team Parent.

## **5.2.4** It is the responsibility of a Coach **and/or** Team Parent to keep written records of funds received and disbursed, and must present such documentation upon request of a parent or other concerned party.

**5.2.5** It is the responsibility of the individual that volunteers at a StaffPro event to text/email a picture of the log-in sheet as outlined in the signed StaffPro agreement.

# 5.3 Procedure

## **5.3.1** Prior to fundraising the INTENT to Fundraise form must be completed and submitted to the Board President, Fundraising Coordinator, and Treasurer via email or mailed to the club address. This is to be done at least 7 business days in advance.

## **5.3.2** After the fundraising event, the SUMMARY form must be completed and a meeting will be arranged between the Coach/Team Parent, the Treasurer, and one other Board Member. At this time all funds collected will be documented, double counted, receipted to the coach, and deposited into the club account earmarked for the Team.

## **5.3.3** In order to receive a reimbursement for a soccer-related expense, the {REIMBURSEMENT form} must be filled out and the receipt attached. All receipts must match soccer-related spending (includes shipping/tax) and be void of any personal expenses.

## **5.3.4 StaffPro Specifics**: All volunteers for StaffPro events must have completed the Agreement in order to have funds earmarked for specific teams. A check from StaffPro is to be written to GFYSC and mailed to the Club’s PO Box. The funds will be directly deposited into the Club Fundraising Account and earmarked for teams based on documentation received as outlined in the signed Agreement. Reimbursement of funds for hours worked will follow procedure outlined in 5.3.3.