

# Mebane Youth Soccer Association Fundraising Policy

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As a non-profit organization, the MYSA relies on sponsorship and fundraising to fund a sizable portion of its annual operating budget. This is primarily for uniform costs for recreational teams. In order to benefit as many players as possible, fundraisers should, if possible, be league wide. However, we recognize that this requires significant organization, and if the league is not already raising funds for a specific purpose, individual teams may wish to raise funds on their own. MYSA teams may wish to raise funds to cover various team costs including, but not limited to, tournament fees, travel expenses, team apparel, and/or equipment. The MYSA encourages this, so long as any team fundraiser does not interfere or overlap with an existing league effort.

## I. Approval

- a) All fundraisers must be approved by the MYSA before they are advertised. Approval must be received from the MYSA Treasurer, MYSA Sponsorship Coordinator, and MYSA Events Coordinator.
- b) Certain types of fundraisers may be prohibited by state or federal law. The MYSA Treasurer and Sponsorship Coordinator can help advise teams about good types of fundraisers to hold.
- c) Any team fundraiser which overlaps with or is expected to interfere with a league wide fundraiser or event may be denied. We strongly encourage teams to communicate with the MYSA Sponsorship Coordinator and Events Coordinator early in the planning process to avoid this.
- d) The overlap of TEAM fundraisers will not be grounds for disapproval. We encourage teams not to schedule similar fundraisers at the same time, but also recognize that scheduling issues may require it.
- e) Direct solicitation of area businesses is considered fundraising by the MYSA and is subject to this policy. Fundraisers which are deemed to conflict with an existing team sponsor will not be allowed. The MYSA Sponsorship Coordinator will be responsible for this determination.

## II. Advertising

- a) Teams are responsible for all advertising costs for fundraising.
- b) Posters may be hung at the concession stand and bathroom doors to advertise an event. Posters may NOT be hung anywhere else at the soccer complex (fences, light poles, etc) The use of car fliers is strongly discouraged. Handouts may be placed at the concession stand for people to pick up.
- c) A single sign may be posted at the soccer complex entrance for no more than one week prior to a fundraiser. The sign should not be larger than 4' x 3' and must be 2' back from the pavement.
- d) Head coaches are encouraged to email the other league coaches about their fundraiser, but should not do so more than twice. Once to announce the fundraiser and once as a reminder as the fundraising date approaches.
- e) All fundraising literature must indicate that the fundraiser is for an MYSA team, by including 'MYSA' and/or the MYSA league logo.

## III. Finances

- a) Teams must provide the MYSA with an accounting of all income and expenses related to a fundraiser on the MYSA Fundraising Report. Reports must be turned into the MYSA Treasurer within two weeks after the fundraising event.
- b) Teams are responsible for all up front costs related to a fundraiser including the purchase of items to be sold and items needed to hold the fundraiser.
- c) All income from a team fundraiser must be turned into the MYSA for proper accounting. Each team has an individual account in the league ledger and funds are directly tracked.
- d) Funds are tied to a specific team and will follow the team if more than 50% of the players remain together from year to year. If a team folds (more than 50% of the players stop playing or move separately to other teams), any remaining fundraising money will go into the MYSA Scholarship fund.
- e) Teams are encouraged to obtain a copy of the MYSA's non profit designation letter from the IRS when soliciting donations so that business can have records for tax purposes. If business require a receipt for large donations, contact the MYSA Treasurer.
- f) Funds must be used for activities directly related to the team. Any request for funds from a team account must be accompanied by an explanation of what the funds will be used for. The MYSA Treasurer reserves to right to deny a disbursement request.
- g) Any donations of merchandise/equipment may be retained by the team, but must be cataloged and reported to the MYSA treasurer.