



Pacific Northwest Soccer Club Club/Team Fundraising Policy

Purpose:

To ensure that all Pacific Northwest Soccer Club (“PacNW”) players, team managers, coaches, parents and other PacNW members support fundraising activities undertaken by PacNW Soccer Club in a manner that is beneficial to all parties and compliant with applicable law.

Introduction:

Operating funds are necessary to the success of most organizations, and PacNW is no exception. While player fees cover most operating expenses, PacNW recognizes that it is important that fundraising activities occur to assist in reducing fees/expenses and to encourage the accessibility of premier youth soccer to all.

PacNW is a non-profit organization that is supported by members, local businesses and donors. It is vital that we protect and promote the good reputation and legal non-profit status of PacNW. We recognize the importance of supporting the community that supports PacNW. A preference will be given to supporting local businesses and entities as these are organizations that we rely on for support and funds on an ongoing basis.

Policy Principles:

Funds that are raised in the name of PacNW must be used for the following purposes:

- General funds for the operation of PacNW
- Equipment needs
- To offset fees to ensure accessibility of premier youth soccer to all
- Coach/trainer development expenses
- Facility rental/maintenance/development

Guiding Principle: In order to protect and maintain PacNW’s legal non-profit status, all fundraised money must be used for the benefit of PacNW or the specific team, and may not be distributed to individual players or player accounts.

Fundraising activities may be general activities to support general PacNW revenues or specific projects that will benefit all PacNW members (Club Level) OR, upon approval of the PacNW Executive Board, may be fundraising activities initiated and conducted by individual teams for specific needs of an individual team (Team level). These potential specific needs of an individual team include tournament fees, travel or transportation and overnight player/coach lodging fees, team first aid kits, and other needs or costs as approved by the PacNW Executive Board.

The PacNW Executive Board may undertake a financial analysis of proposed fundraising activity to determine whether a fundraising activity provides adequate payoff. PacNW favors less complex fundraisers (i.e. the simpler, the better). In general, fundraising activities should be short in duration, with solicitations of donations as well as disbursement of funds received being limited to the current designated soccer season unless approved by the PacNW Executive Board as an ongoing fundraising event (e.g. for a large out of state/international tournament). Solicitation for donations may only occur in Washington State per state charities law.

Procedure:

Team fundraising activities must adhere to the following guidelines:

- Except for pre-approved fundraising activities, all fundraising activities must be approved in advance by the PacNW Executive Board. This approval is obtained by submitting the PacNW Fundraising Application/Notice/Summary form to the PacNW Member At Large Executive Board member (memberatlarge@pacnwsc.org) for presentation to the Executive Board at the next Executive Board meeting. The PacNW Executive Board strongly encourages teams and individuals to provide adequate notice (2 months) to the PacNW Executive Board for approval. However expedited approval may be obtained by receiving the approval of the Board President, Member at Large and one other Executive Board member.
- All requests for the approval of team fundraising activities should include the specific purpose (what are you raising the money for) and goal (estimated amount of money you intend to raise.) This information should be provided on the PacNW Fundraiser Application/Notice/Summary Form, available on the PacNW website for completion and submission to the Executive Board.
- The fundraising activity should not be carried out until you have received written approval from the PacNW Executive Board as documented on the PacNW Fundraising Application/Notice/Summary form. All approved applications must be submitted by the team representative to the PacNW Foundation Treasurer before the fundraising activity begins.
- To ease the burden on team managers, PacNW has preapproved several fundraising activities that have been successful in the past and are relatively easy to coordinate. This preapproved fundraising activities list will be maintained on the PacNW website: www.pacificnorthwestsoccerclub.org. These pre-approved fundraising activities do not require approval of the PacNW Executive Board, but still do require a Fundraiser Application/Notice/Summary form be submitted to the PacNW Member At Large Executive Board member and PacNW Foundation Treasurer before the fundraising activity begins. Any proposed fundraising activity that is not listed on the pre-approved list must go through the application/approval process with the PacNW Executive Board. The Board may, thereafter, add this new fundraiser option to the list of preapproved fundraisers.
- When a monetary donation is received from another non-profit organization as part of a fundraising effort or when a monetary donation is received from an individual or corporation and that entity is under the impression that they will be able to claim a tax deduction for that donation using PacNW's tax exempt status, the donation must be submitted to the PacNW

Foundation Treasurer for deposit into the PacNW Foundation account. The PacNW Foundation Treasurer will distribute the funds as requested by the donor in accordance with applicable 501(c)(3) laws. Failure to pass that donation through to the PacNW Foundation Treasurer demonstrates that you have misled that entity and you are exposing yourself to significant personal liability. Earmarked donations must be distributed in accordance with the purpose for which they were procured/donated.

- All printed materials or collateral (flyers, tickets, letter, etc.) must be submitted to PacNW Member at Large Executive Board Member to present to the PacNW Executive Board for approval. This may occur at the next regularly scheduled Executive Board meeting, so please allow at least 30 days for approval.

Once the fundraising activity is completed:

- A written summary report of the fundraising activity and the total amount of funds raised must be submitted to the PacNW Executive Board and the PacNW Foundation Treasurer. This is to be completed on the same PacNW Fundraising Application/Notice/Summary form available on the PacNW website. All funds raised must be documented and submitted through the PacNW Foundation account via the PacNW Foundation Treasurer. It is important to keep accurate records of the funds raised and distribution of funds as the Club's financial records may be audited. Fundraising funds distributed (used to pay for team activities) must be recorded, (including check number, amount, payee, and the team cost the payment covers, on the same PacNW Fundraising Application/Notice/Summary form available on the PacNW website), and submitted to the Foundation Treasurer. Accurate records and notes will also help PacNW evaluate the success of the fundraising activity and assist in planning for future events.
- A written request for all tax deductible donation receipts for all eligible donations received should be turned into the PacNW Foundation Treasurer. This is completed on the same PacNW Fundraising Application/Notice/Summary form available on the PacNW website and turned into the Foundation Treasurer. Receipts will be returned to the team representative for distribution by the team to the donors.
- Proper thank you letters should be sent to main donors. PacNW encourages all team players to write a team thank you letter to send to all donors!

All team fundraising activities must be for the benefit of the team and will remain with the team once either the current soccer year ends or the purpose of the fundraising activity is completed. In the event a team is dissolved, the PacNW Executive Board will make a determination of where the funds will be placed for future use. If teams combine, the funds will be placed in the appropriate team(s) account(s).