



# Pacific Northwest Soccer Club

## FUNDRAISING POLICY AND GUIDELINES

### 1. Introduction:

Pacific Northwest Soccer Club (“PacNW”) recognizes that involvement in premier soccer can present significant (and sometimes unforeseen) costs in the form of player fees, tournament registration costs, and travel expenses. The Club endeavors to assist our members in meeting those financial obligations through fundraising activities.

### 2. Purpose:

The purpose of this “Fundraising Policy and Guidelines” (the “Fundraising Guidelines”) is to ensure that PacNW players, team managers, coaches, and parents understand the Club’s fundraising policies and authorized activities. PacNW is recognized by the Internal Revenue Service as a 501(c)(3) nonprofit organization, and it is vital for the Club to protect this nonprofit status. Any unauthorized fundraising activities could put the Club’s nonprofit status in jeopardy.

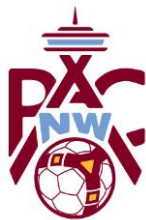
### 3. Fundraising Procedures:

The Club recognizes two main “categories” of fundraising activities: **individual** fundraising activities and **team** fundraising activities. Due to tax regulations, there are important differences in how these activities must be undertaken.

#### A. Individual Fundraising Activities

Individual Fundraising Activities provide an opportunity for Club Members to raise funds to meet specific financial obligations such as individual player fees. All PacNW Members who wish to engage in Individual Fundraising Activities must coordinate with the Fundraising Committee prior to doing so. The following process must be followed for all Individual Fundraising Activities:

- (i) The Club Member should determine whether the Individual Fundraising Activity is pre-approved (see Section 5), or whether approval is required by the PacNW Fundraising Committee;
- (ii) The Club Member must fill out a 1099 Form prior to any fundraising activities;
- (iii) The Club Member will engage in the Individual Fundraising Activity;
- (iv) The concessionaire or other third-party will pay PacNW for any funds raised by the PacNW Member during the Individual Fundraising Activities;
- (v) PacNW will remit payment to the Member’s account, less applicable taxes; and
- (vi) The funds raised may be used to reduce a player’s financial obligation to PacNW.



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## B. Team Fundraising Activities

Team Fundraising Activities provide an opportunity for teams to raise funds to help offset team costs such as team-specific equipment, travel costs, or tournament fees not paid for by the Club. The critical distinction with Team Fundraising Activities is that any funds raised must be distributed equally to all players, and may not benefit any specific player or subset of players. The following process must be followed for all Team Fundraising Activities:

- (i) The Team should determine whether the Team Fundraising Activity is pre-approved (see Section 4), or whether approval is required by the PacNW Fundraising Committee;
- (ii) The Team will engage in the Team Fundraising Activity;
- (iii) The Team Fundraising Coordinator will collect any funds raised and will distribute them equally to all team members, or will use them to pay for something that will benefit all team members equally; and
- (iv) The Team Fundraising Coordinator will keep records of all funds raised and funds disbursed.

## C. Approval of Fundraising Activities

All team fundraising activities that do not appear in these Fundraising Guidelines must be pre-approved by the PacNW Fundraising Committee. The Committee will endeavor to respond to such requests quickly, but please allow for at least five (5) days before the fundraising activity will commence for approval. In making the request, a team should include the following:

- i. A short description of the requested fundraising activity;
- ii. The purpose or need for the fundraising activity (what will the funds be used for);
- iii. Whether the PacNW 501c3 or PacNW logo will be used in any way; and
- iv. Contact information for the team's fundraising coordinator.

## D. Usage of Funds Raised

Proceeds of fundraising activities must be used to pay soccer related expenses such as tournament costs and travel. Teams may also use fundraising proceeds to plan team bonding activities such as pizza parties or team outings. In no event should any funds raised through Team Fundraising Activities be allocated to the benefit of a single player or a subset of players on the



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team. All proceeds of Team Fundraising Activities must be distributed equally to all members of the team. The Club is not responsible to manage the collection and disbursement of funds raised.

## **E. Exclusivity of Fundraising Activities**

A PacNW team may not claim “exclusivity” to any particular fundraising activity. For example, if one team is selling travel coffee mugs, a different PacNW team is not prohibited from also selling the mugs.

## **4. Pre-Approved Team Fundraising Activities**

Teams that desire to engage in the following fundraising activities do not need to seek approval from the PacNW Fundraising Committee:

- A. Team car washes
- B. Team garage or rummage sales
- C. Team candy sales<sup>1</sup>
- D. Pancake breakfasts in partnership with local restaurants
- E. Soliciting individual businesses for donations (note that NO sponsorship rights may be granted).
- F. Other activities set out in Exhibit A

As described in Section 3 of these Fundraising Guidelines, all proceeds of Team Fundraising Activities must be distributed equally among all players on the team. In no event should any amounts raised through Team Fundraising Activities be allocated to any specific player or subset of players on the team.

## **5. Pre-Approved Individual Fundraising Activities**

Individuals that desire to engage in the following fundraising activities do not need to seek approval from the PacNW Fundraising Committee.

- A. Concession sales at CenturyLink Field for Seattle Sounders or Seattle Seahawks games
- B. Concession sales at White River Ampitheater

As described in Section 3 of these Fundraising Guidelines, all individuals who participate in these fundraising activities must fill out a 1099 Form with PacNW prior to engaging in these activities.

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<sup>1</sup> Sales may not occur at the PacNW Clubhouse or Starfire Sports Complex.



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The concessionaire will pay the Club for any work performed by the PacNW member, and the Club will then transfer the applicable amount into a player's Club account (less applicable taxes).

## 6. Fundraising Limitations

PacNW is a youth soccer club, and it desires to protect and promote a wholesome reputation as well as stay compliant with regulations governing our status as a nonprofit organization. Therefore, the following fundraising activities are not allowed:

- A. The sale of any alcoholic or tobacco products
- B. Any calendar featuring photographs of PacNW players, coaches, or members
- C. Any "50-50" type contest or raffles
- D. Any activities involving gambling or games of chance
- E. Any online "crowdfunding" campaigns such as Snapraise.

In addition, no fundraising activities may take place in the PacNW Clubhouse or at the Starfire Sports Complex. As a tenant at Starfire, PacNW has restrictions on the activities in which it may engage, and the Club does not allow fundraising activities at the Clubhouse to avoid any partiality toward a specific team.

## 7. Sales of PacNW Apparel or Gear for Fundraising Activities

All requests for fundraising sales of PacNW apparel or gear must be submitted to the Fundraising Committee for approval. Subject to the approval by the Fundraising Committee, the following guidelines will apply:

- A. Examples or samples of any apparel or gear that is the subject of a proposed apparel or gear must be submitted to the Fundraising Committee with the fundraising application (photographs, diagrams, or illustrations are acceptable if physical samples are not available).
- B. All apparel must be primarily offered in the PacNW colors of maroon, light blue, and white.
- C. PacNW is proud to be partners with both Nike and SoccerWest. All apparel must be manufactured by Nike and purchased through SoccerWest.
- D. If a team wishes to sell a product not manufactured by Nike (i.e., license plate frame, umbrella, or lanyard) the team may contract with a third-party manufacturer, but the Club shall not be responsible to cover or reimburse for any financial losses that may result from the purchase of too much inventory.



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- E. The Club will not “front” the costs of any PacNW gear or apparel sales - this is the sole responsibility of the specific team.
- F. Teams may not store any additional inventory in the PacNW Clubhouse.
- G. For any approved fundraising activity that will use the official PacNW logo, teams must pay 10% of the total amount of funds raised to the club.

## **8. No Assumption of Liability for Fundraising Activities**

PacNW will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising activities, whether approved or unapproved.

## **9. Point of Contact for Questions**

For any questions regarding fundraising activities, please contact [fundraising@pacnwsc.org](mailto:fundraising@pacnwsc.org).



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## EXHIBIT A

### PRE-APPROVED FUNDRAISERS

There are companies that have set out professional fundraising programs. PacNW has used many of these programs in the past. These programs are pre-approved by the Board. [ONCE APPROVED ON NOV 9]

Here is a list of programs that are professional fundraising programs that are pre-approved and can be used by PacNW teams. In order, to do one of these programs, a fundraising coordinator has to be identified by the team. The coordinator has to read all fundraising and treasurer guidelines to ensure the activity is done in accordance with club guidelines and all funds have to be used in accordance with team treasurer guidelines.

1. Brown Bear Car Wash – This fundraiser is selling car wash tickets. Each ticket is \$1.50 and the sale price is between \$6-8. If each team member sold 20 tickets at \$7, the team will make \$1,540. (14 team members \* (\$7-\$1.5) = \$1,540). The team will be responsible for purchasing and selling the tickets. To do this fundraiser, contact Brown Bear via their website and complete the application for the Charity Car Wash Program.
2. California Pizza Kitchen – This fundraiser is a takeover of California Pizza Kitchen. The location that used by most of the teams is Southcenter but there are other locations. This is a one time event where the players help out at California Pizza Kitchen on a specific date and 20% of the proceeds are donated to the team. The team can make \$1,000 to \$5,500 depending on how many orders are taken. Any location of California Pizza Kitchen can be contacted to schedule a fundraiser.
3. Cookie Dough – Otis Spunkmeyer provides cookie dough for sale by teams. All cookie dough tubs sell for \$17 each and the team receives 40% of the profits. If each team member sells 20 tubs of Cookie dough, the total sales are \$4,760 (20 \*\$17 \*14) and the



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team receives 40% or \$1,904. To do this fundraiser, contact Northwest Fundraising at 1-800-779-1706 or via their website at [www.nwfundraising.com](http://www.nwfundraising.com).

4. Wreaths – The Wreath fundraiser can be done through Mickelman and the website is [www.mickman.com](http://www.mickman.com). The wreaths are sold for \$20 and \$6 of each wreath goes to PAC NW team. If each team member sells 20 wreaths we will receive  $\$6 * 14 * 20 = \$1,680$ . To do this fundraiser, contact Mickelman Fundraising program and download the order forms.

As PacNW has new programs that are suggested from teams, the Board will amend this list and add additional programs.

PacNW will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising