**Bemidji Youth Soccer Fund Raising Policy**

1.1 Objective

1.1 Fundraisers are defined as those authorized activities that raise money for BEMIDJI YOUTH SOCCER (BYS), its teams, coaches and players, or causes sponsored by BYS. Fundraising is an important activity for BYS; its coaches and players to further activities, skills and growth of the program. In general, fundraising is conducted club-wide under the direction of the BYS Board. Fundraising by individual teams is not encouraged, but may be approved under special circumstances. If approved, all fundraising activities by all involved parties should be carried out in a process that is beneficial to BYS, and in a manner consistent with the Club’s By-Laws and financial policies and as not to jeopardize its non-profit status.

1.1.2 All fundraising activities shall be carried out in an ethical and professional manner that benefits BYS and its affiliates.

1.2 Policy & Procedure

1.2.1 All fundraising activities are to be conducted for the benefit of BYS and its affiliate members as approved by the BYS Board of Directors.

1.2.2 Fundraising should not be done to benefit non-sponsored organizations or for-profit entities.

1.2.3 Any BYS or affiliated organization that desires to engage in recognized fundraising activities are required to submit a BYS Fundraising Application Form to a member of the BOD for discussion and ratification at the next available BOD meeting. The Board of Directors will then have the option, after discussion and presentations, to a majority vote on approving or disapproving the application. The designated BOD member then signs the fundraising application form as the designated approving agent of the Board.

1.2.4 In general, fundraisers events should be short in duration, with solicitation of donations not lasting more than the current designated soccer season unless designated as an approved ‘on-going’ fundraising event.

1.2.5 When a contract is involved, the fundraising member/group must provide the signed agreement and all receipts, invoices and supporting fundraising documents from the fundraising event to the BYS Treasurer within seven (7) days of the fundraising events closure date. The Treasurer will then prepare a statement of accounting of any donations received or paid in the reconciliation of accounts. The reconciliation and accounting report must then be presented to the Board of Directors at the next available opportunity for review.

1.2.6 Upon receipt of the reconciliation report and approval by BOD, the funds become available for use. ‘Use of funds’ are specifically associated with the age ‘bracket’ that raised the money. The bracket is responsible for working with the Treasurer to know their balance and draw down the money during the fiscal year. (Sept-Aug) The last day to draw down funds is August 15th.

1.2.7 All unused monies from a bracket will be deposited into the general fund on August 31st.

**BEMIDJI YOUTH SOCCER (BYS) FUNDRAISING APPLICATION FORM**

Submit Form to BYS Board Of Directors - 60 Days In Advance of Event. Also provide any supporting documentation and information for the reviewing parties to better determine suitability for approval.

Application Date: \_\_\_/\_\_\_\_/\_\_\_ Date(s) and Time of Event: \_\_\_/\_\_\_/\_\_\_ \_\_\_\_:\_\_\_\_

□ Check the box if players are required to participate in this fundraising event.

**ORGANIZATION/TEAM**

Name of Team Submitting This Request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Representative Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT DETAILS**

Purpose and Benefit Derived from the Event and The Type of Event or Solicitation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location (if any) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTRACTED or RETAINED FUNDRAISING PARTIES or VENDORS YOU PLAN TO SOLICIT during fundraising (if any)**

Provider Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services to be Provided : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected Donation from Fundraising Event: $ \_\_\_\_\_\_\_\_\_\_\_

Projected Cost from Fundraising Event: $ \_\_\_\_\_\_\_\_\_\_\_

Deposit Required:$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Team Manager or Designated Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this request, the applying representative commits to conducting an event in a manner respectful to all BYS, board members, coaches and players and promises a timely return of the designated space and equipment to a clean and orderly state by the end of the same scheduled event date. Fundraising activities will be limited to the preapproved requirements stated above. Any change to the above requirements must be resubmitted for approval.

BYS BOD REVIEW AND RECOMMENDATIONS :

Reviewed Date:\_\_\_\_\_\_\_\_\_\_

Notes : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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APPROVED / DISAPPROVED: (circle one)

\* Approval or Disapproval is determined by a majority vote of the BOD