



Team Fundraising Guidelines

We understand at times individual teams want to solicit funds for their entire team's benefit (e.g., additional equipment, tournament expenses, travel, etc.). The following are guidelines that the Florida Hawks Futbol Club (FHFC) has put in place in regards to fundraising for teams. Any FHFC team or member not following these guidelines may become subject to sanctions as deemed necessary by FHFC. FHFC and your TEAM are separate legal entities. Therefore, in your fundraising efforts, do not inadvertently mislead people who may be donating to your team. They are not donating to a 501(c)3, if the funds go directly to your TEAM. As such, donations to your team are **NOT** tax deductible. Only funds raised through FHFC directly are tax deductible in accordance with the law. This policy includes important information about your team's fundraising. Because FHFC and your TEAM are separate legal entities, we are not responsible for any mishandling or loss of funds. It is up to you to show discretion in which events you choose to use for fundraising. We encourage you to select events that are in line with your values as parents and our values as a club. Some team fundraising suggestions are listed below, but this list is not exhaustive. We strongly advise against certain fundraising events and urge you to consider other options when fundraising options may be inappropriate. Specific guidelines are outlined below for any TEAM that hopes to fundraise at FishHawk Sports Complex or any other FHFC rented facility. FHFC is responsible for fields we rent and have usage agreements secured. Because we (FHFC and your TEAM) are separate entities, you must apply just like any other outside vendor to raise funds at any facility in our system. Please allow for at least 10 business days for a response. Failure to receive approval may result in event cancellation and, in extreme or repeat cases, other sanctions as deemed necessary by FHFC.

I. Definitions

- **FHFC Facilities:** any physical location owned or rented by FHFC, such as buildings or fields.
- **Fundraising:** "Fundraising" is defined as an authorized activity involving labor and effort to raise money. Examples of fundraising events include such things as car washes, bake sales, and selling promotional items such as candy bars. Fundraising events should have the involvement of a substantial number of the members (and parents) of a team.
- **Donations:** "Donations" are defined as solicited or unsolicited contributions from individuals, businesses, or other entities without exchange of services. Because FHFC and your TEAM are separate legal entities, you are responsible for soliciting your own donations. Be reminded that you are not asking for donations to support FHFC if the funds go directly to your team account. Only funds solicited for FHFC are tax deductible. This is a clear distinction that needs to be made to through your solicitation. Individuals should not engage in soliciting donations at any FHFC facility, whether owned or rented by FHFC, without first contacting FHFC through the formal application process (available from the Club Admin).

II. Fundraising at FHFC Facilities

Individual team fundraising at FishHawk Sports Complex or any facility rented by FHFC will be reviewed through a special application process. The reason is simple. FHFC's general operating budget which supports ALL teams is supported through events at our facilities. Any of type of team



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fundraising could hinder the club fundraising activities (i.e., concessions, vending machines, tournament merchandise sales, etc.) and would therefore hurt other teams in the club. We also have to reserve vendor space for our sponsors who support all of FHFC's programs. We also outsource our concessions at FishHawk Sports Complex, so with food centered fundraising proposals, we have to be sensitive to the contract with our contracted concessionaire. Other product fundraising at FishHawk Sports Complex or rented facilities must also be reviewed.

III. Team Sponsorships

Team sponsorships can only come in the form of a donation. Only sponsorships at the Club level will give a sponsor access to sponsor benefits including logo representation on FHFC products and/or gear. If a company is interested in a sponsorship, please direct them to the FHFC administration. We can work with them to create an appropriate, official sponsorship that would support your team/division/league. If a company wants to "sponsor" your travel or fundraising efforts directly, they **will not receive brand exposure benefits and tax donation credit.**

IV. Individual Team Fundraising

- Teams cannot use FHFC's TAX ID for team donations. Only the club can accept tax deductible donations, not the teams.
- Please be aware of the club's current sponsors: you may NOT ask our current sponsors for donations and you must respect any prospect's right to say no.
- FHFC staff is unable to manage the collection of funds raised by a particular team. A team parent (team manager) must keep written records of funds received and must present such documentation upon request of a parent or other concerned party. We want to protect you from accusations of mishandling funds, and the only sure protection is documentation.
- Monies collected for a specific purpose **MUST BE USED ONLY FOR THAT PURPOSE.** You cannot spend money that was solicited for a cause at your own discretion. This will violate the donation policy and jeopardize the clubs status.
- Correspondence with possible donors cannot be on FHFC letterhead unless it is sent by FHFC.
- Teams may not use FHFC logos, marks, or other identity for team gain. Form letters or fundraising materials must include the following information:
 1. All donations are for the benefit of a specific FHFC team – do not misrepresent FHFC or where your funds will be going – you are not raising money for your team, you are raising money for FHFC on your teams behalf.
 2. The specific name of the team
 3. Donations are NOT tax deductible to the team directly. Only to FHFC.
 4. No team is allowed to host a Raffle on behalf of FHFC: non-profits are governed by law and there are strict guidelines applied regarding raffles, prizes, and limitations. Any raffles held will be for the benefit of our entire club.
 5. FHFC prohibits any fundraising event that is centered around alcohol (e.g., wine tasting, beer tasting). For many events like this, groups must go through a permitting process with the ABC Board.



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6. FHFC will not provide access to our database (e.g., email, addresses, team packets) for your individual team fundraisers or solicitation.

V. Suggested Fundraisers

These fundraisers do not need to go through a formal application process with FHFC. Please refer back to Section IV for policies and guidelines for how to manage your fundraiser. Remember, you are holding these fundraisers for your TEAM, not for FHFC. If you have questions whether or not your fundraiser needs approval, please email admin@floridahawksfc.com

- Car Wash
- Pre-packaged Food Sales (or Bake Sales)
- Third party fundraising vendors (e.g., Butter Braids) to sell products like food, wrapping paper, coupon books, or other products where your TEAM receives a portion of proceeds
- Restaurant approved fundraisers that are not centered around alcohol (e.g., Applebee's Flapjack Fundraiser)

The only events that need prior approval from FHFC are any fundraising activities that would like to be hosted at any FHFC facility, whether owned or rented. If you are approved to fundraise at FHFC facilities, this only gives you permission to operate at the approved, particular event. We accept no legal liability for your actions, or for fundraising proceeds or accounting for security of such proceeds, and you are responsible for your own operations. We are only granting you access to the people that use our facility on your approved date(s).

VI. Use of Funds

Money earned and FULLY collected via fundraising activities will be credited against your team budget account and must be used for soccer related expenses such as team camp, travel expenses, gear etc. Payments made to any individuals must be documented with receipts that support the payment for the soccer related expense. Receipts should be submitted to the team manager. FHFC reviews all team accounts and any monies deposited, paid and withdrawn.



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Fundraising Application Form for FHFC Facility Use

Submit this completed application form to FHFC's Club Administrator via email (admin@floridahawksfc.com) or by sending a hard copy to: **Florida Hawks Fútbol Club, 5668 FishHawk Crossing Blvd. #313 Lithia, FL 33547**. Please allow 10 business days for review and a response about your fundraising request.

Application date ___/___/20__
Team Name: _____
Division: _____
Age Group: _____

If single day event, please list the
Date: _____ Day of Week: _____
Start time: _____ End Time: _____
If this is a long term fundraising effort, please list the
Start date: _____; &
End date: _____

Applying Team Representative:

Name: _____ Phone: () ___ - _____ Email: _____

Event Location: _____

Are you hoping to sell food? ___yes ___no

Do you agree to abide by FHFC's Team Fundraising Guidelines, set forth above? ___yes ___no

Event or Fundraising Details:

Please include the **purpose** and **benefit** derived from the fundraising activity, a brief description of the fundraising activity, and any solicitation methods to be used. Be as specific as possible to expedite your approval process. If you are hoping to sell food, provide ample detail about how you will do this. *Note: FHFC's concessions are open on some weekends and this may limit what you are able to do with food sales.*

Fundraising Goal: \$ _____

Approved by: _____ Date: _____
(print)

_____ Position: _____
(signature) Florida Hawks Fútbol Club