



CDO Soccer Club Fundraising and Sponsorship Policy

This document outlines CDO Soccer Club guidelines for the collection of funds from club parents and outside sources. CDO Soccer Club is recognized by the Internal Revenue Service as 501(c)(3) nonprofit organization and it is vital to the club to protect this nonprofit status. Any unauthorized fundraising activities could put the club's non-profit status in jeopardy. Please remember that these guidelines have also been established to protect all teams, our main club sponsors as well as the prominent reputation of the club in the community.

The club has identified three types of activities used by the club and teams to collect funds for various reasons.

Collection from Parents

Parents on individual teams may coordinate with other parents to collect funds for use by the team. Most often these collections are for specific purposes. For example, parents may come together to "chip in" a small amount each in order to buy a team tent. Because these types of collections do not use the club's name and logo or utilize club resources, CDO does not govern this type of collection. However, any significant donations coming from parents must be reported to the club so that we may report them under our 501(c)(3) status.

Fundraising

When individual teams seek financial support from outside of the club, this is considered fundraising. Fundraising falls under the governance of the club as the CDO name, its logo, and mission are used to solicit funds. Because CDO Soccer Club has financial responsibility for all club funds, the approval process is intended to give awareness of funds entering the club while making every effort to secure our non-profit status. It is also our intent to guarantee the safety of all players and families, and ensure the club is associated with reputable organizations. CDO Soccer Club will use its best judgment in approving a fundraiser and all pertinent factors will be considered.



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Fundraising examples include, but are not limited to, selling items—such as coupon books, wreaths, car magnets. Fundraisers may also include services such as car washes. All donations from outside of the club are considered as fundraising. We encourage teams to raise funds for their team needs according to the following guidelines.

- Funds should be raised for specific team purposes. For example, teams are encouraged to raise funds for tournament fees, travel fees, or the purchase of specific team items or equipment.
- Individual teams are discouraged from soliciting money and goods directly from businesses that would have any potential conflict with our main club sponsors.
- All team fundraisers must be approved, in advance, by the CDO Fundraising Administrator. Requests should be submitted by completing the *CDO Soccer Club Fundraising Request Form* as far in advance of the activity as possible.
- One person on the team will be the point of contact for the fundraising activity. This person would most likely be the Team Treasurer or a Team Fundraising Manager.
- All collected funds will be placed in the central teams bank account, designated for the team that raised the money. No personal bank accounts may be used.
- Teams must provide to the CDO Fundraising Administrator an accounting of all income and expenses for the approved fundraiser within 30 days of the completion of the activity. If this is an ongoing fundraiser, please provide periodic updates. This information is used to comply with our non-profit status.
- This must be completed for each fundraising activity regardless of whether that activity has been approved previously.



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Sponsorship

Sponsorship occurs when a business is given promotional consideration in exchange for a donation to the club. All sponsorship will be managed at the club level. It is the intent of CDO Soccer Club that sponsors benefit the general fund of the club vs. individual teams.

While teams are welcome to raise funds from businesses under the fundraising policy above, individual teams are not authorized to display business logos on any team items without the approval by the CDO Soccer Club Board of Directors. Any requests by a team to involve potential sponsors, or any other questions should be directed to the CDO Fundraising Administrator by completing the *CDO Soccer Club Team Sponsorship Application*.