

Fundraising Guidelines from LSC Constitution

Article VI – Fund Raising

Part A: Requests

All requests by Travel Teams for Fund Raising activities must be approved by the Executive Board. A representative of the team or group requesting approval must appear before the Executive Board and present the following information:

- Description of the type of fund raiser.
- Whether “LaGrange Soccer Club” name will be used.
- Expected duration of fund raiser. (start date & approximate completion date)
- Purpose of the fund raiser.

Part B: Conducting a Fund Raiser

Any person conducting fund raisers as part of the LaGrange Soccer Club shall not receive any personal profit in connection with such fund raiser.

Any fund raiser conducted at any LaGrange Soccer Club home field must be coordinated with the Fund Raising Coordinator in advance.

Any team that fails to deposit funds with the Treasurer within fourteen (14) days of the completion of the fund raising activity may be subject to having their team account frozen by order of the Treasurer and / or President.

Fundraising Notes from 2013 Coaches meeting

- Review of standing procedure from bylaws requiring teams to ask permission of the board for fund raising activities.
- New request form implemented immediately to keep records to show compliance with 501(c)3.
- Status is fragile and can be revoked. Status we are all responsible for, allows us as a club to not pay taxes.
- Team is not alone but part of club and IRS rules must be followed.
- Funds deposited within 14 days to club bank account under team account.
- ~~Fund raising money raised for one year (soccer year) cannot be carried on to the following year because of team roster changes.~~ This statement was rescinded in a subsequent meeting after reviewing with the LSC accountant.
- Funds cannot be refunded to a team member because it belongs to the team.
- Term from 501(c) 3 doc. “Excessive unrelated business” realistic team goals for funds.
- Raise a 1,000.00 not an issue, Company match of funds acceptable, ~~has to be used in that year.~~
- Calendar year =soccer year, August 1st- July 31st.
- ~~Unused fund raising money reverts back to the club.~~ This statement was rescinded in a subsequent meeting after reviewing with the LSC accountant. Other money remains. Fund raising money can be used for a party.
- Use treasury form to itemize what the money is coming in for/from.

Fundraising Process

- 1) Fill out the form in it’s entirety and send completed form via e-mail to: lscfundraisers@gmail.com
- 2) It will be reviewed either at the next LSC Board meeting or via an e-mail vote based on timing of the start of the fundraiser. Fundraiser can not begin until signed and approved form is received by the team coordinator.
- 3) Signed approved or denied form will be sent back to email listed on form.
- 4) All funds collected from the fundraiser MUST be deposited in the team account with 14 days of receiving. The description field on the Deposit Request form submitted to the LSC Treasurer MUST list the fundraising funds separately from other deposits.

La Grange Soccer Team Fundraising Request Form

Today's Date: ____/____/____

Team Name: _____

Team Manager and Coach Name: _____

Fundraising Activity Coordinator Name: : _____

Fundraising Activity Coordinator Email: _____

Fundraising Activity Coordinator Phone Number: _____

Description of fundraising activity:

Start Date of Fundraiser: ____/____/____ Ending date: ____/____/____

Location of Fundraiser: _____

How will funds generated be used? _____

What is the amount estimated to be raised by this fundraiser? _____

Will the fundraiser bear the La Grange Soccer Club name or logo? ____ If yes, How? _____

Please note: ALL funds raised by the above fundraiser MUST be deposited in your team account within 14 days of your fundraiser ending. If the funds are not deposited within 14 days your account may be frozen. All fundraising rules set by LaGrange Soccer are directly in accordance with IRS tax law and are not negotiable. Should any individual(s) choose to ignore the tax law, you are jeopardizing LaGrange Soccer's 501(C)(3) not-for-profit status and your team account will be frozen. No amount can be refunded to the individual team player should they choose to leave. Any person conducting fund raisers as part of the LaGrange Soccer Club shall not receive any personal profit in connection with such fund raiser.

-----Below for LSC Board Use only-----

LaGrange Fundraising Coordinator Name: _____

LaGrange Fundraising Coordinator Signature: _____

Fundraiser Approved or Denied: _____ Date: _____

Special Notes: _____
