

Rancho Bernardo Pop Warner Football Association

Fundraising Policy

Policy

All fundraising performed at a team or squad level requires Board approval prior to the announcement of, or execution of, any fundraising activities.

Purpose

Being a non-profit youth sports corporation with established ties to a national organization, Rancho Bernardo Pop Warner (RBPW) must ensure that all money earning and fundraising methods employed are in keeping with its by-laws and the principles for which National Pop Warner stands. RBPW relies heavily on fundraising and community sponsorship to meet the financial goals necessary to operate the organization in a safe environment where boys and girls have fun developing athletic skills, while learning that academic achievement is a high priority. Fundraising at the Association level through fundraising programs (Golf outing, Certification day, Walk-a-thon, Dances, etc.) and sponsorship programs targeting our local business industry will generate dollars essential for providing a quality sports program to the youth in the entire Rancho Bernardo community. It is recognized that additional funds may be necessary at the team level in order to provide financial relief for parents in meeting traveling expenses, or other needs as determined by the team staff and parents. The intent of this policy is to provide a method by which teams may perform fundraising, without negatively impacting the success of fundraising done by RBPW Football Association, Inc., specifically in the areas of fundraising, and sponsorship.

Scope

All team fundraising refers to activities planned and carried out by team rostered staff, players and parents, in partnership, to earn money for the team. In all cases teams must be granted approval by RBPW Board of Directors.

Sponsors/Donations

RBPW Football Association will annually conduct a community wide solicitation of donations under the guidelines outlined in the Sponsorship thresholds. If an individual team/squad receives a donation during the season, notification must be given to the Board of Directors and will be included in the sponsorship program and its guidelines. If donations are received for travel to Nationals specific to a particular team, that will be considered part of that individual team's fundraising and will NOT be eligible to the RBPW sponsorship program.

Guidelines and Procedures

For purposes of clarification RBPW will consider the following three levels of fundraising with different definitions and procedures. For all three levels of fundraising the following applies:

Once approved, the team's fundraising chairperson must keep accurate records of income and expenses, with receipts

The fundraising records (receipts and expenses) of individual team events shall be open to inspection by the team's parents, coaches, and the Association Board of Directors

Final event records must be submitted to the RBPW Association Treasurer within TWO WEEKS after the end of the fundraising event, with a report of actual income and expenditures.

1) Team/Squad fundraising for purposes other than travel to Nationals

All fundraising requires prior Board of Directors approval.

Must designate what activity is to occur

Designate the date, time and location of event

Designate specifically what the fundraiser is for

Following is a general guideline with some examples of what the Board will approve as to fundraising in this manner is to be used for and not used for:

Will be considered

Use of GTC (space only,
no paid instructors)

Things that will benefit
children in the program

Will not be considered

T-shirts/any apparel

Parties/Food of any kind

Drinks/Food for halftime, etc

Gifts for Cheer squad, etc.

Regional/year-end travel

The Board Treasurer, and not the team will conduct disbursements to the approved reason for fundraising directly.

All records for these fundraising events will be kept by the Treasurer in team/squad separate sub accounts. After disbursements have been made, leftover funds will be either carried over into that team/squads National Travel fund, or will be transferred into the Association's fundraising to be used for any team's National travel.

2) Team/Squad fundraising for travel to Nationals

All fundraising requires prior Board of Directors approval.

Must designate what activity is to occur

Designate the date, time and location of event

Disbursements from these funds will only be made for travel to Nationals. No disbursements will be made for Regional travel, tournament travel, or any other out of pocket expenses other than Nationals.

All records for these fundraising events will be kept by the Treasurer in team/squad separate sub accounts.

Upon completion of each event, the team/squad is required to give to the Board Treasurer how the proceeds will be distributed by participant. The entire team prior to submission should review these disbursements.

Disbursements will only be made to rostered players and coaches. At time that additional chaperones will be required, prior approval by the Board of Directors will be necessary for reimbursement.

The Board of Directors at the time of requirement for travel arrangements to Nationals will appoint a "travel coordinator." All airline travel, hotel arrangements and transportation to and from the airport must be made through them. All rostered players and coaches must book these arrangements through them.

The maximum reimbursement for any rostered player or coach will consist of the following:

Airline costs	TBD
Hotel costs assuming joint occupancy	TBD
Meals	\$25 per day
Transportation to and from airport	TBD

There will be no other reimbursement other than the items listed above regardless of the amount of fundraising that is achieved per individual and/team.

Any excess funds raised, will first be eligible for reimbursement to other rostered players or coaches as the team deems appropriate, and any excess after that will go towards the Association's National Travel Fund.

3) RBPW National Travel Fund

The Association will establish a National Travel Fund as part of the annual budgeting process as outlined in the Association's by-laws. Disbursements from this fund for National travel will be at the discretion of the Board of Directors under the following guidelines:

Not in any one budgetary year shall the board deplete the Travel fund to less than 25% of the remaining balance due to approval of disbursement to players and/or coaches. If the travel fund drops below this 25% because of the necessity to "borrow" against the fund for operating expenses necessary to sustain ongoing operations of the Association, the fund must be reestablished in the subsequent year as outlined in the by-laws of the association. .

Allocated funds will be split evenly to each rostered player and coach based on the individuals that attend the National events only. No funds will be disbursed for Regional or Bowl games.

Although the Association will have designated fundraising events throughout the season, none of these events are specific to the establishment of a National Travel fund. However, contribution to the fund should be a part of the budgeting process in any one fiscal year. These events include but are not limited to, the annual Golf outing, Certification Day, Walk-a-thon, and dances.

Any National Travel funds not disbursed in any fiscal year will roll over to the following year and will be considered when developing the budgets for the next season