



# Fundraising

## **FUNDRAISING**

Individual Leahi Soccer Club (LSC) teams may wish to conduct fundraising activities to help cover various costs including, but not limited to travel expenses, tournament fees, etc. *All fundraising activities must first be evaluated and approved by the Board of Directors.* This will help to ensure that the fundraising activity is in accordance with the Club's guidelines. Certain fundraisers may require the Club's Federal tax ID number or IRS non-profit status letter. The information will be provided to the team administrator, only upon the approval of the fundraiser by the Board of Directors.

The Club is required to pay Hawaii general excise tax on all fundraising activities. Teams must submit the gross proceeds from the fundraising activity to the Club. The Club will retain 5% to cover the Hawaii general excise tax and will reimburse the team the balance of the gross proceeds deposited. Depending on the type of fundraiser, the team may also be requested to provide additional reporting of expenses incurred.

Leahi Soccer Club is classified as a public charity on IRS code section 501(c)(3) and may accept tax deductible donations. All solicitations for donations, grants, sponsorships, etc. must first be approved by the Board of Directors. All donations received must be deposited to the Leahi Soccer Club bank account. Unless specifically earmarked by the Donor as to the purpose of the donation, the Club has sole discretion as to how the funds will be disbursed. The Club will be responsible for sending the acceptance letter thanking the donor, and acknowledging the tax deductible donation.

### **General Process -**

#### **Team Planning:**

Teams should consider selecting a Fundraising Chairperson and/or a Fundraising Committee for which the first order of business should be to establish fundraising goals that support the team's travel plans. Fundraising goals should be as accurate as possible. To this end, it is vital that team travel plans and preparations are discussed openly, honestly and well in advance of the event(s).

#### **Club Approval:**

Upon selection of fundraising activity(ies), the Team Administrator submits a "Team Fundraising Request Form", Enclosure (1) herein, to the Age Group Representative (AGR) to approve team fundraising plans.

The LSC Board of Directors will exclusively determine what constitutes use of the Leahi Soccer Club logo or name. The logo or name is anything that is easily recognizable as specifically referring to the Leahi Soccer Club.

The AGR forwards the Team Administrator's Team Fundraising Request to the Leahi Board of Directors, via the Club's Secretary, for approval. Email communication is acceptable.

**Fundraising Activities:**

Fundraising activities may benefit the team, individual, or combination of both:

TYPE	PURPOSE	PARTICIPATION	AT TRANSFER OR TERMINATION
Team	Meet team budget for travel and general purposes.  (For travel, expenses for head coach and one assistant coach should be included in team budget)	Required for players and guest players	Proceeds remain with the team to meet the travel plan expenses as budgeted.  At club's and head coach's discretion, player's share can be transferred if player moves or is moved to another Leahi team.
Individual Player	Defer individual player expenses	Optional	Proceeds credited to each player

All players on the team, including guest players, are required to help pay for the head coach and one assistant coach to travel with the team (airfare, hotel, car, per diem) to the selected tournament; as such all team members, including guest players, are required to participate in all team fundraisers.

If a player/family chooses not to participate, they will be required to pay/cover the minimum per player profit amount established for that specific fundraiser. In those isolated cases where players have announced their intentions to not travel to the selected tournament but will continue to play with the team, it is expected that these few players should participate in team fundraising efforts to the maximum extent possible to share and gain from the team bonding experience which team fundraising provides.

Funds raised through team fundraising efforts will not be distributed if a player/family leaves the team. However, at the Club's and Team Head Coach's discretion, a player's share of team fundraising funds can be transferred if a player moves or is moved to another Leahi team.

Teams may also consider individual's fundraising, provided the team agrees in advance on the policy to be used for tracking/maintain those funds. Funds raised via individual fundraising can be taken by a player/family that chooses to or is asked to leave the club.

**Reporting:**

Teams must submit the gross proceeds from the fundraising activity to the Club within 30 days. The Club will retain 5% to cover the Hawaii general excise tax and will reimburse the team the balance of the gross proceeds deposited. Depending on the type of fundraiser, the team may also be requested to provide additional reporting of expenses incurred.

Fundraising Chair or Team Treasurer is expected to report team fundraiser revenues, expenses, and proceeds to the team within 30 days.

Fundraising Chair or Team Treasurer is expected to keep and track individual's fundraising efforts.



## Team Fundraiser Request Form

**Team Name:** \_\_\_\_\_ **Team Administrator:** \_\_\_\_\_

**Contact's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Purpose of Fundraiser (i.e., travel to Surf Cup, uniforms, etc.):**

**Type of Fundraiser (i.e., garage sale, selling items, etc.):**

**Will the 'Leahi Soccer Club' name, its logo, and/or team name(s) be used for advertising?**

**Will the club's non-profit number be used?**

**Date(s) of Fundraiser:**

**Time(s) of Fundraiser:**

**Location(s) of Fundraiser:**

**Will tickets be used?**

*If yes, include a copy of the ticket with this request.*

Enclosure (1)