<u>**Sartell Soccer Association Team Fundraising Policy**</u>

I. PURPOSE & INTENT

The purpose and intent of the Sartell Soccer Association ("SSA") Team Fundraising Policy is to:

- Expand soccer opportunities for interested teams;
- Ensure fundraising is safe for our participants, members, and families;
- Ensure fundraising aligns with the SSA brand and legal/regulatory requirements;
- Provide SSA leadership oversight and management of all team and SSA money movement;
- Provide money movement transparency; and
- Mitigate SSA liability and risk.

All fundraised money must be used in alignment with the SSA Mission, in accordance with approved uses, and for the benefit of the organization and/or programming for a specific team—and may <u>not</u> be distributed to, or used for the benefit of, any individual player, family or other subgroups.

II. REQUIRED USE OF SSA FINANCIAL ACCOUNT; PERSONAL ACCOUNTS PROHIBITED

All fundraised money <u>**must**</u> exclusively flow through the SSA's financial accounts managed by the SSA Board and Treasurer. There shall be absolutely <u>**no**</u> non-SSA accounts used for money management or movement, including, but not limited to, checking accounts, saving accounts, money market accounts, CDs, Venmo accounts, PayPal accounts, Zelle accounts.

III. ACCOUNTING

Funds raised by a team shall be held in the SSA's general fund financial accounts and shall at all times be property of the SSA. However, funds raised under this policy may, at the SSA's sole discretion, be separately accounted for under that team's budget for that team's Approved Uses in accordance with the terms herein—not to any individual player, family, or subgroup. Any of such funds shall be accounted for by the SSA Treasurer for the team's approved uses until the end of the soccer year, at which point, any remaining funds shall be absorbed by the SSA general fund to be reallocated at the SSA Board's discretion, unless the team has (prior to the deadline) applied for and received an exception as provided for hereinbelow.

IV. APPROVED USES

Funds raised by a team may only be used as follows:

1. League fees, game/competition or tournament entry fees, team clinic fees, facility fees for additional practices or games;
2. Team equipment for use during that year (any equipment purchased with donated funds shall remain the property of the SSA); and

3. Other requested uses that have been approved in advance by the SSA Board in writing.

All other uses of team funds are strictly prohibited and are subject to disciplinary action, including but not limited to reimbursement of funds expended in violation of this policy and/or denial of a reimbursement request for uses in violation of this policy.

V. REQUIRED PREAPPROVAL PROCEDURE

All fundraising ideas must be presented to the SSA Board in writing prior to undertaking any fundraising activities. Teams must obtain written approval from the SSA Board prior to seeking or accepting sponsorships from businesses or corporations. Organizational and Program sponsors may NOT be asked or solicited by individual teams without explicit permission from the SSA Board.

VI. GUIDELINES

Subject to additional or amended requirements imposed by the SSA Board (in its discretion) in writing, the following guidelines apply to all team fundraising activities and spending:

1. If you have solicited an approved donation on behalf of SSA, an SSA Program, or an SSA Team, then the donation must (as soon as practicable) be submitted to the SSA Treasurer for accounting and deposit into an SSA bank account.
2. Checks must be payable to “Sartell Soccer Association” or "SSA" and reference the program or team name in the memo area. Donation receipts will be issued by the SSA Treasurer to the organization or individual giving the donation. The SSA will not (and teams shall not) accept any cash donations.
3. A team manager (or team representative identified in the fundraising request to the SSA Board) must use a shareable Google Sheets document to keep track of the funds raised by their team, as well as expenses incurred by their team. This spread sheet will be shared with the SSA Treasurer and the SSA Budget & Audit Committee as additional sources of tracking funds. Invoices to be paid from team funds shall be submitted to the SSA Treasurer at least 15 days prior to the payment due date. All requests for reimbursement shall be submitted to the SSA Treasurer within 15 days of the date of payment, accompanied by an invoice (which contains a clear description of the fees for which reimbursement is being sought) as well as a receipt or other proof of payment.
4. Each team participates in fundraising activities at its own risk. The SSA will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any program, team or individual resulting from or related to any fundraising activities, whether approved or unapproved.
5. The SSA Board has the right to disallow and/or discontinue any team fundraising at its sole and exclusive discretion.
6. Funds are the property of SSA, but are accounted for under the fundraising team’s budget, not to any individual, family or subgroup, and shall remain accounted for under the team’s

ledger for the soccer year in which the donation was received. Funds not used within a soccer year and not given permission to carry over (as outlined in the Carryover Exception below), are absorbed by the SSA General Fund to be reallocated at the sole discretion of the SSA Board of Directors.

a. *Request for Carryover Exception*: In order to facilitate unique opportunities (including but not limited to winter training, leagues, tournaments, or other soccer uses that may not cleanly fit within the soccer year framework), a team may apply to the SSA Board to carry their funds over into the next soccer year.
    i. To be timely, such application must be made in writing to the SSA Board at least two weeks prior to the first regular meeting of the SSA Board following the release of team rosters for the next soccer year.
    ii. Such written application shall include (1) an accounting of that soccer year's raised funds and expenditures, (2) a description of the proposed uses, and (3) any other information that may be of use to the Board's consideration of the application or any information requested by the Board.