

## **Durango Youth Soccer Association Fundraising Policy**

### **1) Purpose**

- a) This document serves as reference material for teams or individuals who wish to conduct a fundraising event as a member of Durango Youth Soccer Association (DYSA).
- b) Fundraising is described as the act of conducting an event or requesting funds for a team or group.

### **2) Background**

DYSA teams or individuals conduct fundraising activities or make donation requests to gain funds for their individual team expenses.

### **3) Conditions and Limitations**

- a) If a team or individual wishes to conduct fundraising through an event or a request to an individual or company, fundraising proposals must be sent to the DYSA Board of Directors, in writing and postmarked or emailed no later than 30 business days prior to the event. Completed proposals will be reviewed by the DYSA Board .
- b) Approved fundraising events are not covered by DYSA insurance.
- c) Fundraising or donation requests must comply with all club rules and guidelines.
- d) Proposals for fundraisers or donations can only be considered for soccer related activities for the team or group making the request. These purposes may include such things as:
  - i) banquet and trophy fees
  - ii) other Club approved purchases
  - iii) training fees
- e) Proposals for fundraisers or donations cannot be considered for the following types of reasons:
  - i) non-soccer related activities
  - ii) uses not listed or disclosed to the board
  - iii) personal expenses
- f) Retaining corporate sponsorship for individual DYSA teams is prohibited. If any individual wishes to negotiate with a vendor or business regarding corporate sponsorship for the Club, that negotiation shall be with the express permission of the DYSA Board. Should anyone negotiate with any corporation or organization without explicit Board approval, that individual may be held responsible for any financial commitment, liability or damages stemming from that negotiation.

### **4) Fundraising Request Procedure**

- a) DYSA Fundraising Requests must contain the following information in order to be considered complete:

- i) **Fundraising event**

- (1) description of what raised funds will be used for
    - (2) date(s) and location(s) event will be held
    - (3) description of activities that will occur at event
    - (4) description of items to be sold at event (if applicable)
    - (5) name and contact information of adult in charge of the event
    - (6) insurance requirements of event/location
    - (7) all proper signatures must be present including those of the team Head Coach and Team Manager

- ii) **Donation Request**

- (1) purpose of monetary donation or description of product/service
    - (2) when donation request will be made and from whom
    - (3) amount of donation or value of product/service
    - (4) name and contact information of donor
    - (5) all proper signatures must be present

b) Completed written Fundraising Requests must be submitted to the DYSA Board of Directors no later than 30 business days prior to the event:

Durango Youth Soccer Association

862 Main Ave. #203

Durango, CO 81301

Email [dysa@frontier.net](mailto:dysa@frontier.net)

c) Fundraising requests will be reviewed within fourteen days (14) days of receipt of the completed written request.

### **5) Non-Compliance**

a) Anyone failing to comply with DYSA Fundraising rules is subject to being barred from participation or attending any Club function. To be sure that all team activities are coordinated with the teams Head Coach and Team Manager their signatures must appear on the Fundraising Request Form. Should a DYSA Team not comply with the rules set forth in this document, the offending teams Head Coach is subject to a single game suspension at the discretion of the DYSA Board of Directors.

b) Anyone found to have misrepresented the DYSA for personal financial gain, misused Club funds, or entered into financial or contractual agreements for personal gain are subject to criminal punishment.

### **6) Others**

The DYSA Board has the final decision on approval of any fundraising event, funds request or disposition of financial commitment for the DYSA.

### **The DYSA Board of Directors**

For a list of current DYSA Board of Directors, please see our web site [www.durangosoccer.com](http://www.durangosoccer.com) or contact the DYSA office 970-247-1177; [dysa@frontier.net](mailto:dysa@frontier.net)