



Fundraising Policy & Guidelines

1. Introduction:

Harbor Soccer Club (“HSC”) recognizes that involvement in premier soccer can present significant (and sometimes unforeseen) costs in the form of player fees, tournament registration costs, and travel expenses. The Club endeavors to assist our members in meeting those financial obligations through fundraising activities.

2. Purpose:

The purpose of this “Fundraising Policy and Guidelines” is to ensure that HSC players, team managers, coaches, and parents understand the Club’s fundraising policies and authorized activities. HSC is recognized by the Internal Revenue Service as a 501(c)(3) nonprofit organization, and it is vital for the Club to protect this nonprofit status. Any unauthorized fundraising activities could put the Club’s nonprofit status in jeopardy.

3. Fundraising Procedures:

a. Team Fundraising Activities

Team Fundraising Activities provide an opportunity for teams to raise funds to help offset team costs such as team-specific equipment, travel costs, or tournament fees not paid for by the Club. The critical distinction with Team Fundraising Activities is that any funds raised must be utilized for equal benefit of all members of the team (eg hotel, air or van rental costs for tournament travel), and may not benefit any specific player or subset of players. The following process must be followed for all Team Fundraising Activities:

- i. The Team should determine whether the Team Fundraising Activity is pre-approved (see Section 4), or whether approval is required by the HSC Fundraising Committee;
- ii. The Team will engage in the Team Fundraising Activity;
- iii. The Team Fundraising Coordinator will collect any funds raised for deposit into the team account. The team will use the funds to pay for something that will benefit all team members equally; and
- iv. The Team Fundraising Coordinator will keep records of all funds raised and funds disbursed.



b. Approval of Fundraising Activities

All team fundraising activities that do not appear section 4 of these Fundraising Guidelines must be preapproved by the HSC Fundraising Committee. The Committee will endeavor to respond to such requests quickly, but please allow for at least five (5) days before the fundraising activity will commence for approval.

In making the request, a team should include the following:

- i. A short description of the requested fundraising activity;
- ii. The purpose or need for the fundraising activity (what will the funds be used for);
- iii. Whether the HSC 501c3 or HSC logo will be used in any way; and
- iv. Contact information for the team's fundraising coordinator.

c. Usage of Funds Raised

Proceeds of fundraising activities must be used to pay soccer related expenses such as tournament costs and travel. Teams may also use fundraising proceeds to plan team bonding activities such as pizza parties or team outings. In no event should any funds raised through Team Fundraising Activities be allocated to the benefit of a single player or a subset of players on the team. All proceeds of Team Fundraising Activities must be utilized for the benefit all members of the team. The Club is not responsible to manage the collection and disbursement of funds raised.

d. Exclusivity of Fundraising Activities

An HSC team may not claim "exclusivity" to any particular fundraising activity. For example, if one team is selling travel coffee mugs, a different HSC team is not prohibited from also selling the mugs.

4. Pre-Approved Team Fundraising Activities

Teams that desire to engage in the following fundraising activities do not need to seek approval from the HSC Fundraising Committee:

- Team car washes or sales of car wash vouchers (<http://charitycarwash.org/how-it-works/>)
- Team garage or rummage sales
- Team fundraising organized product sales (chocolate bars, Krispy Kreme donuts, etc)
- Pancake breakfasts/restaurant takeover in partnership with local restaurants
- Flipgive (setting up Harbor Soccer Club FlipGive account to be entered here)
- M&L Fundraising – Mickman's Holiday Wreathes (<https://www.mickman.com/fundraising/>)



5. Fundraising Guidelines & Limitations

- Sales of products mentioned above or any other team specific fundraising activity may not occur at Tyee Cup or other club wide events to avoid any partiality toward a specific team unless a designated ‘team fundraising area’ has been established.
 - If a ‘team fundraising area’ is established at a club wide function, all teams will be offered the opportunity to schedule times to utilize the area. Those that wish to take advantage will be awarded equal time
 - Products sold must not duplicate items that may be offered by vendors solicited to work the club wide event unless approved
- The sale of any alcoholic or tobacco products is strictly prohibited
- The sale of home-made food items is prohibited
- Any calendar or like-product featuring photographs of HSC players, coaches, or members is prohibited
- All fundraising activities must take place inside of HSC boundaries as defined by Washington Youth Soccer or be previously approved by the association and RCL club of the area in which the event will take place
- Teams may not reach out to individual businesses for sponsorship. All inquiries of this sort must go thru the HSC Business Development Director

6. Sales of HSC Apparel or Gear for Fundraising Activities

All requests for fundraising sales of HSC apparel or gear must be submitted to the Fundraising Committee for approval. Subject to the approval by the Fundraising Committee, the following guidelines will apply:

- Examples or samples of any apparel or gear that is the subject of a proposed apparel or gear must be submitted to the Fundraising Committee with the fundraising application (photographs, diagrams, or illustrations are acceptable if physical samples are not available).
- All apparel must be primarily offered in the HSC colors of forest green, grey, black, and white.
- HSC is proud to be partners with Protime Sports. All apparel must be purchased and printed by Protime Sports. Initial contact with Protime must be thru GM/TD to provide access for a specific team.
- If a team wishes to sell a product not offered by ProTime (i.e., license plate frame, lanyard, coffee mug) the team may contract with a third-party manufacturer, but the Club shall not be responsible to cover or reimburse for any financial losses that may result from the purchase of too much inventory.
- The Club will not “front” the costs of any HSC gear or apparel sales - this is the sole responsibility of the specific team.
- Teams may not store any additional inventory in the HSC Office or Storage.



- For any approved fundraising activity that will use the official HSC Recreational or Premier logo, teams must pay 10% of the total amount of funds raised to the club.

7. No Assumption of Liability for Fundraising Activities

HSC will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising activities, whether approved or unapproved.



8. Point of Contact for Questions

For any questions regarding fundraising activities, please contact Jason Jarrett at jasonj@harborsoccerclub.com