

Marlton Recreation Council Standard Operating Procedure	
Section: Finance	Number: 102.04
Subject: Fundraising	
Effective Date: 10/25/22	Page: 1 of 2
Last Revised: 10/25/2022	Supersedes or replaces: 101409 01
Issued by: MRC Executive Board	
Approved by: MRC Executive Board	
<p>The Written Policies developed by the Marlton Recreation Council are intended to provide a system for the orderly operation of youth sports, and do not enlarge any MRC member's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of Written Policies can only be the basis of an internal complaint against any member of the MRC, and then only in conjunction with disciplinary action.</p>	



Purpose:

- A. To provide clear guidance to the Marlton Recreation Council Executive Board and its individual sports' programs in furthering the mission of the MRC and it's fundraising that are consistent within the values and mission of the Marlton Rec Council and do not compromise the 501c (3) tax-exempt status of the organization.
- B. The policy ensures all fundraising activities are tracked and monies raised are deposited into the appropriate accounts, provide guidance and recommendations on fundraisers based on past performance, and to ensure we do not have competing fundraisers.

Scope:

- A. This policy applies to the organization and all the associated sports within the MRC and operating under the MRC name and tax-exempt status of the MRC.

Administration:

- A. This policy applies to all members of the Marlton Recreation Council and shall be enforced by the President or a designee.
- B. Failure to follow this policy will result in a review of the fundraiser by the Executive Board, possible forfeiture of the specific funds raised, and sanctions against commissioners, treasurers, parents, and athletes, up to and including expulsion from MRC activities.

Procedure:

- A. Fundraising Request
 - a. Fundraising through the MRC is meant to benefit the sport and/or teams of the organization.
 - b. All fundraising requests must be submitted by the sport's commissioner or treasurer.
 - c. All fundraisers must be pre-approved prior to the event being held and require the approval of the MRC Treasurer, President, or Vice-President
 - d. Fundraiser requests shall be submitted using the online form and should include:
 - i. reason for fundraiser
 - ii. planned use of funds
 - iii. description of fundraiser
 - iv. estimated costs to be incurred and expected profit
 - v. manner in which funds will be collected (cash, check, Square)
 - vi. date(s) of the event

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- vii. location of the event and information for the Certificate of Insurance if additional coverage is required
- viii. Partaking in Games of Chance (50/50, raffles, etc.) as the fundraiser or as part of your fundraiser, require additional licensing/paperwork and lead time. The MRC Office will assist in securing this permission from the State of NJ
- ix. all requests should be submitted at least 30 days prior to the event

B. Fundraiser insurance

- a. Unless the sport's league or organization carries the required insurance coverage for in-person/event-type fundraising, liability insurance must be purchased. There are no exceptions. The MRC office may be able to assist the sport in securing liability coverage.
 - i. The MRC organization and sport shall be listed as the named insured.
 - ii. Known examples where liability insurance is required: golf outings, events held at catering halls or the Gibson House, events where alcohol is served or BYOB
- b. The cost of this insurance must be included as part of the fundraiser's expenses. This one-time liability coverage will not cover another event, will take time to secure, and typically costs \$500 per event.

C. Post-fundraising reporting and procedures

- a. All monies must be deposited into the sport/team's escrow account within five (5) business days of the event completion. If the fundraising event is collecting funds through electronic means (Square), a deposit summary shall be submitted every 30 days, or upon completion of the fundraiser, whichever is shorter.
- b. A written report of the fundraiser must be submitted with the deposit summary
 - i. Total expenses
 - ii. Net amount raised through the fundraiser
- c. Any Games of Chance that were conducted as part of the fundraiser must also have the reporting completed and the Game of Chance process closed with the MRC office and the State of NJ

D. Rules and Regulations

- a. No fundraiser conducted by the MRC, sport, or team can benefit an individual person or family for non-sports related expenses.
- b. The MRC does not permit fundraising for other non-profit or for-profit organizations
- c. MRC recreation teams cannot conduct fundraisers for their own team interest.
- d. Sport programs and travel teams can conduct fundraisers.
- e. The MRC does not permit children to go door-to-door soliciting or selling items
- f. The MRC does not permit block pools or gambling pools
- g. The MRC does not permit games of chance (i.e., 50/50), except where the required permits have been completed and permission is obtained from the State of NJ
 - i. No sport or team may apply for a Game of Chance license with the State of NJ individually; all sports will use the MRC Game of Chance license

E. Exceptions: The items below do not require a fundraising request or approval.

- a. Snack Stands at sporting events
- b. Pictures
- c. Direct donations from individuals or businesses; please review the Acceptance of Donations policy for additional information.