



WVFC - Team Fundraising Guidelines

We understand at times individual teams want to solicit funds for their entire team's benefit (e.g., additional equipment, tournament expenses, travel, etc.). The following are guidelines that the West Virginia Futbol Club (WVFC) has put in place in regards to fundraising for teams. Any WVFC team or member not following these guidelines may become subject to sanctions as deemed necessary by WVFC.

WVFC and your TEAM are separate legal entities. Therefore, in your fundraising efforts, do not inadvertently mislead people who may be donating to your team. They are not donating to WVFC, but they are donating to your TEAM. As such, donations to your team are NOT tax deductible. Only funds raised through WVFC directly are tax deductible in accordance with the law.

This policy includes important information about your team's fundraising. Because WVFC and your TEAM are separate legal entities, we are not responsible for any mishandling or loss of funds. It is up to you to show discretion in which events you choose to use for fundraising. We encourage you to select events that are in line with your values as parents and our values as a club. Some team fundraising suggestions are listed below, but this list is not exhaustive. We strongly advise against certain fundraising events and urge you to consider other options when fundraising options may be inappropriate.

Specific guidelines are outlined below for any TEAM that hopes to fund raise at any WVFC rented facility. WVFC is responsible for fields we own and those we rent. Because we (WVFC and your TEAM) are separate entities, you must apply just like any other outside vendor to raise funds at any facility in our system.

Please allow for at least 10 business days for a response. Failure to receive approval may result in event cancellation and, in extreme or repeat cases, other sanctions as deemed necessary by WVFC.

I. Definitions

- **WVFC Facilities:** Any physical location owned or rented by WVFC, such as buildings or fields.
- **Fundraising:** "Fundraising" is defined as an authorized activity involving labor and effort to raise money. Examples of fundraising events include such things as car washes, bake sales, and selling promotional items such as candy bars. Fundraising events should have the involvement of a substantial number of the members (and parents) of a team.
- **Donations:** "Donations" are defined as solicited or unsolicited contributions from individuals, businesses, or other entities without exchange of services. Because WVFC and your TEAM are separate legal entities, you are responsible for soliciting your own donations. Be reminded that you are not asking for donations to support WVFC. This is a clear distinction that needs to be made to through your solicitation. Individuals should not engage in soliciting donations at any WVFC facility, whether owned or rented by WVFC, without first contacting WVFC through the formal application process (attached to the end of this document).

II. Fundraising at WVFC Facilities

Individual team fundraising at any facility owned or rented by WVFC will be reviewed through a special application process. The reason is simple. WVFC's general operating budget which supports ALL teams is supported through events at our facilities. Any of type of team fundraising could hinder the club fundraising activities (i.e., concessions, vending machines, tournament merchandise sales, etc.) and would therefore hurt other teams in the club. We also have to reserve vendor space for our sponsors who support all of WVFC's programs.

III. Team Sponsorships

Team sponsorships can only come in the form of a donation. Only sponsorships at the Club level will give a sponsor access to sponsor benefits including logo representation on WVFC products. If a company is interested in a sponsorship, please direct them to the WVFC Executive Board. If a company wants to "sponsor" your travel, team, or fundraising efforts directly, they will not receive brand exposure benefits as this access is reserved for WVFC club sponsors.

IV. Individual Team Fundraising

- Teams cannot use WVFC's TAX ID for team donations. Only the club can accept tax deductible donations, not the teams.
- Please be aware of the clubs current sponsors. You may NOT ask our current sponsors for donations and you must respect any prospects right to say no.
- Solicited or unsolicited "Donations" from individuals, businesses, or other entities to WVFC "earmarked for a specific team(s)" and donors wish to receive a tax benefit from use of WVFC non-profit tax ID status from donation, WVFC will remit payment of donations/sponsorships to said WVFC Team (s) less 10%, "unless otherwise determined and approved by WVFC."
- WVFC staff is unable to manage the collection and disbursement of funds raised. A team parent must keep written records of funds received and distributed and must present such documentation upon request of a parent or other concerned party.
- Correspondence with possible donors cannot be on WVFC letter head.
- Teams may not use WVFC logos, marks or other identity for team gain.
- Form letters or fundraising materials must include the following information:
 - All donations are for the benefit of a specific WVFC team. Do not misrepresent WVFC or where your funds will be going. You are not raising money for WVFC, you are raising money for your team.
 - The specific name of the team.
 - Donations are not tax deductible.
- No team is allowed to host a raffle on behalf of WVFC. Non-profits are limited by law in our allotted raffles each year.
- WVFC prohibits any fundraising event that is centered around alcohol (e.g. wine tasting, beer tasting, etc....)
- WVFC will not provide access to our database (e.g. email, addresses, team packets, etc.) for your individual team fundraisers or solicitations.

V. Suggested Fundraisers

These fundraisers do not need to go through a formal application process with WVFC. Please refer back to Section IV for policies and guidelines for how to manage your fundraiser. Remember, you are holding these fundraisers for your TEAM, not for WVFC. If you have questions whether or not your fundraiser needs approval, please contact the Club Administrator.

- Car Wash
- Bake Sales (not on WVFC facility property)
- Third party fundraising vendors (e.g., Aspire Fundraising, GoPlaySave) to sell products like food, wrapping paper, coupon books, or other products where your TEAM receives a portion of proceeds
- Sales at local arenas by parent volunteers
- Restaurant approved fundraisers that are not centered around alcohol (e.g., Applebee's Flapjack Fundraiser)
- Approved travel partners who provide fundraising assistance (e.g., Adidas Soccer Travel)
- All fundraising events/promotions by teams requesting use of the WVFC name/club benefits to raise team funds (sales of blankets, magnets, shirts, or sales at a WVFC facility or event, etc.
 - An application for the team fundraiser first must be submitted and approved by WVFC, and
 - 25% of the fundraising sales "unless otherwise approved and determined by WVFC" will be returned back to club for use of the WVFC name/logo to benefit all members in club.

All fundraising activities/events that would like to be hosted at any WVFC facility, whether owned or rented, need prior approval from WVFC. If you are approved to fund raise at WVFC facilities, this only gives you permission to operate at the approved, particular event. We accept no legal liability for your actions, or for fundraising proceeds or accounting for security of such proceeds, and you are responsible for your own operations. We are only granting you access to the people that use our facility on your approved date(s).

VI. Use of Funds

Money earned via fundraising activities will be kept in your team account and must be used for soccer related expenses such as Club Registration Fee, uniforms, team camp, monthly club dues, travel expenses, etc. Payments made to any individuals must be documented with receipts that support the payment for the soccer related expense. Receipts should be submitted to the team treasurer.



Fundraising Application Form for WVFC Facility Use

Submit this completed application form to WVFC's Executive Board or by sending a hard copy to 3501 MacCorkle Ave SE #450 Charleston, WV 25304. Please allow for 10 business days for review and a response about your fundraising request.

Application date ____/____/____

Team Name: _____

Division: _____

Age Group: _____

If single day event, please list the

Date: _____ Day of Week: _____

Start time: _____ End Time: _____

If this is a long term fundraising effort, please list the

Start Date: _____ and End date: _____

Applying Team Representative:

Name: _____ Phone: () ____-____ Email: _____

Event Location: _____

Are you hoping to sell food? ____yes ____no

Do you agree to abide by WVFC's Team Fundraising Guidelines, set forth above? ____yes ____no

Event or Fundraising Details:

Please include the **purpose** and **benefit** derived from the fundraising activity, a brief description of the fundraising activity, and any solicitation methods to be used. Be as specific as possible to expedite your approval process. If you are hoping to sell food, provide ample detail about how you will do this.

Fundraising Goal: \$_____

Approved by: _____

(print) _____ Date: _____

(signature) WVFC – West Virginia Futbol Club