



Carlisle Soccer Club
Individual Team Fundraising Policy

The Carlisle Soccer Club encourages teams to conduct fund raising efforts to offset their team-related costs for, but not limited to, apparel, team-building events before during and after the season, tournament fees, player incentive prizes, equipment, etc.

Any team fund raising effort must first be submitted in writing, along with a key contact person (i.e. coach, assistant coach, and team parent); to the Board of Directors for review and approval at least 30 days before the effort is to begin (board meetings are held monthly throughout the year). This step is to ensure consistency with the Club's mission and to avoid any conflicts with Club-wide fundraising efforts. Upon approval, the key contact person will be responsible for the accountability of any monies collected.

Since the Carlisle Soccer Club is a Non-Profit 501 (c) 3 Corporation, turning in all monies collected to the club Treasurer is required. The Treasurer will then confirm that those monies are properly supported with individual donator's information (i.e. name, address etc) when possible. When confirmation of the monies is verified, they information will be recorded and become part of the permanent books and records of the Club.

Following that the club will, write a check or reimburse an individual or the key contact person (with proper support) funds, (less 10%, which will go toward the Club's general operating fund).

For example, a team holds a fundraising event that has prior Board approval; it raises \$500 that intended to purchase apparel for the team. Once there is confirmation of receipts and monies deposited either the Club will write a check for \$450 to a vendor for that apparel or it could reimburse an individual who may have purchased the apparel from a vendor. This transaction would also become part of the permanent records of the Club.

If you have any questions regarding this policy, please contact Club Treasurer, or Club Director of Development.