



# 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 A3 Soccer (A3) has put in place in regard to fundraising for teams. Any A3 team, team official, parent, etc. not following these guidelines may become subject to sanctions as deemed necessary by A3. A3 is a unique legal entity recognized by the Federal and State governments, therefore, in your fundraising efforts, do not inadvertently mislead donors who are donating to a specific team. They are not donating to a 501(c)(3) if the funds are not going directly to the organization. As such, donations to a team are NOT tax deductible. Only funds raised through A3 directly are tax deductible in accordance with the law.

These guidelines include important information about team fundraising. Because A3 and specific teams are separate 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.

A3 is responsible for fields we obtain through permitting from Anne Arundel County Department of Recreation and Parks (R&P). Any team wishing to fundraise at Bell Branch must apply to R&P just like any other outside vendor to raise funds at any facility. Please allow for at least 30 business days for a response. Failure to receive approval may result in event cancellation.

## Definitions

- Facilities: any physical location obtained through permitting by A3 Soccer.
- 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 (75% or greater) 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 A3 is a unique legal entity, you are responsible for soliciting your own donations. Be reminded that you are not asking for donations to support A3 if the funds go directly to a team account. Only funds solicited for A3 are tax deductible. This is a clear distinction that needs to be made to through your solicitation. Individuals should not engage in soliciting donations at any R&P facility without first contacting R&P through the formal application process (available from the Club Admin).

## 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 A3 products and/or gear. If a company is interested in a sponsorship, please direct them to the A3 administration. If a company wants to "sponsor" team fundraising efforts directly, they will not receive brand exposure benefits nor tax donation credit.

### **Individual Team Fundraising**

- Teams cannot use A3's TAX ID for team donations. Only the club can accept tax deductible donations, not the teams.
- Please be aware of the club's current sponsors: you may NOT ask our current sponsors for donations, and you must respect any prospect's right to say no.
- A3 staff is unable to manage the collection of funds raised by a particular team. A team parent (team manager) must keep written records of funds received and must present such documentation upon request of a parent or other concerned party. We want to protect you from accusations of mishandling funds, and the only sure protection is documentation.
- Monies collected for a specific purpose MUST BE USED ONLY FOR THAT PURPOSE. You cannot spend money that was solicited for a cause at your own discretion. This will violate the donation policy and jeopardize the club's status.
- Correspondence with possible donors cannot be on A3 letterhead unless it is sent by A3.
- Teams may not use A3 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 A3 team – do not misrepresent A3 or where your funds will be going.
  - The specific name of the team.
  - Donations are NOT tax deductible.
  - No team is allowed to host a raffle. Non-profit organizations are governed by law and there are strict guidelines applied regarding raffles, prizes, and limitations
  - A3 prohibits any fundraising event that is centered around alcohol (e.g., wine tasting, beer tasting). For many events like this, groups must go through a permitting process with the appropriate Anne Arundel County governmental entity.
- A3 will not provide access to our database (e.g., email, addresses, team packets) for your individual team fundraisers or solicitation.
- Teams are not permitted to contact other A3 teams to participate in a team-specific fundraiser without permission from A3.

### **Use of Funds**

Money earned and FULLY collected via fundraising activities will be credited against the team budget account and must be used for soccer related expenses such as team camp, travel expenses, gear 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 manager. A3 reviews all team accounts and any monies deposited, paid and withdrawn.