

VA Crushers Policy on Sponsoring Fundraising Events

POLICY LETTER NUMBER: 04

SUBJECT: Sponsoring Fundraising Events

GENERAL: The Virginia Crushers Softball Organization, Inc. (VA Crushers) is a non-profit, parent-owned fast pitch softball team that relies on softball registration and commitment fees, fundraising, sponsorships and softball tournament income to pay for field use, tournament expenses, equipment, uniforms and team administration. Each VA Crushers family has an ownership interest in the team. The VA Crushers' Board of Directors, elected by the general membership, are responsible for establishing policies and procedures that protect the team's long-term financial stability while meeting its short term obligations. The Board may also publish policies and procedures to provide guidance to the coaches, key volunteers and employees, if applicable.

SCOPE: VA Crushers families incur a yearly fundraising requirement when they register their players, based on specific teams. Fundraising is a critical aspect of VA Crusher's overall operating budget. The VA Crushers Board of Directors has the responsibility to provide fundraising opportunities to the general membership to allow them to achieve their fundraising requirement. This policy letter outlines the process for individuals to request Board approval to sponsor fundraising event/opportunities and the criteria the Board will use to approve fundraising events. Generally, the Board of Directors will publish a calendar of all fundraising activities by March. However, fundraising sponsor requests can be made to the Board at anytime during the year.

POLICY:

1. Fundraising Request Applications will be made in writing by a Sponsor (parent and/or outside organization) to the VA Crushers Board of Directors and include the following information:
 - a) Name of individual(s) sponsoring the event.
 - b) Address / Phone / Email Address
 - c) Description of Fundraising product (i.e. pizza, magazines, cards, candy)
 - d) Description of the fundraising process (execution of the event)
 - e) Beginning and end date of fundraising event
2. The Board of Director will use the following criteria to approve fundraising:
 - a) Individual(s) sponsoring the fundraising event run all aspects of the event (collect orders and distribute products; the VA Crushers Treasurer is authorized to provide support with order deposits and payments utilizing VA Crushers accounts)
 - b) The profits from fundraising sales are credited to participating VA Crushers families (the fundraising sponsor is authorized to make a incidental profit to cover costs of running the event)
 - c) At the end of event, the fundraising sponsor will provide a full financial accounting of the event to the VA Crushers Board Treasurer
 - d) Sponsor will forward a list of families and their respective fundraising credit to the VA Crushers Treasurer in order to properly credit accounts
 - e) Fundraising sponsors will not recruit VA Crushers families to participate as product representatives during the fundraising event.
3. Meeting the VA Crushers fundraising criteria ensures that an event will be considered, however, the Board of Directors is responsible for determining the number of fundraising events and opportunities it will approve per year. The VA Crushers BOD will provide the Sponsor a decision of approval/disapproval within 14 days of receipt of the proposal.

APPLICABILITY: This policy is applicable to all registered VA Crushers coaches, parents and players.

APPROVED: August 6, 2007

LAST UPDATED: N/A