Mt Spokane-Mead Pop Warner

Standard Operating Procedure Fundraising Policy

Effective Date: 4/23/2015

# Policy

This policy, set forth by the Mt. Spokane-Mead Pop Warner Association (MSMPWA), documents the requirements for team fundraising and to provide a guidelines for funds raised. It is the responsibility of each team to adhere to the guidelines set forth in this policy. It is the duty of MSMPW to enforce said procedure(s).

***Definitions:***

“Team” being defined as any individual or group acting on behalf of MSMPWA as a registered participant, volunteer, or participating parent/relative.

“Organized Fundraising” is defined as any organized activity conducted or set-up by any fundraising company or affiliate to generate funds used to pay for team equipment, travel, events, etc.

# Procedure

The following procedure guidelines must be followed for all team fundraising/sponsorships:

1. Only MSMPW pre-approved fundraisers will be allowed.
2. Approval must be obtained from the MSMPW Board of Directors for the following:
* Fundraising activity, companies, and sponsors
* Allocation and uses of funds raised
1. A formal request for approval must be submitted in writing to the association.
2. The association will be responsible for obtaining League approval, if applicable.
3. Tax deductible donations MUST be submitted to the association (MSMPWa) for a 501(c)3 to be issued to the appropriate party.
	* A 501(c)3 will be issued directly to the individual or entity by MSMPW.
4. Association approved non tax deductible donations, fundraising, or sponsorships will be managed by the team and/or volunteers.
5. All funds, whether used for travel or other approved expenses, must be deposited into a team account and managed by the MSMPW treasurer.
6. All withdrawals from team account governed by MSMPW must be recorded on the account ledger maintained and reconciled by the MSMPW Treasurer.
7. Any unused funds remaining in the team account at the close of the season will be carried over to the next year and added to the teams balance for the following season.
8. Any deviation from the aforementioned policy is subject to disciplinary action by MSMPWA including, but not limited to:
	* Immediate forfeiture of all funds raised to MSMPWA with further action, if required, to be taken by the Disciplinary Committee.

Any questions arising from the above policy must be directed to MSMPWA Board of Directors. If substantial discrepancies or disagreements arise, a formal complaint must be filed in writing. The MSMPWA board will meet to address the complaint or discrepancy and a majority vote will decide final ruling. Complainants will be notified, in writing, of the outcome.

Any changes made to the above policy, at any time for any reason, will be made public knowledge immediately.

*MSMPWA complies with the Washington State “Fair Play in Community Sports Act” (Chapter 467, 2009 Laws, effective date July 26, 2009)*