

Team Fundraising Guidelines



We understand at times teams want to raise funds for their entire team's benefit (e.g., additional equipment, tournament expenses, travel, etc.). The following are guidelines that NCFC Youth has put in place for your team fundraising efforts. Any team or member not following these guidelines may become subject to sanctions as deemed necessary by NCFC.

In general, we want to stay out of your team's fundraising. Car washes, bake sales, crowdfunding, etc. can all be completed without our permission. *The only time we need to be involved is if you are trying to fundraise at one of our facilities.*

Please note that NCFC Youth is 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 youth club. Some team fundraising suggestions are listed below, but this list is not exhaustive.

I. Definitions

- **NCFC Youth Facilities:** any physical location owned or rented by NCFC Youth, 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. You are responsible for soliciting your own donations. Teams may not solicit donations at any NCFC Youth facility, whether owned or rented by NCFC Youth, without first contacting NCFC Youth through the formal application process and receiving approval.

II. Fundraising at NCFC Youth Facilities

Individual team fundraising at WRAL Soccer Park or any facility rented by NCFC Youth will be reviewed through a special application process. The reason is simple. NCFC Youth's general operating budget which supports all club programming is supported through events at our facilities. Any type of team fundraising could hinder the club fundraising activities (i.e., concessions, vending machines, vendors, sponsors, merchandise sales, etc.). We also outsource our concessions at WRAL Park, so with food centered fundraising proposals, we have to be sensitive to our contracted concessionaire. Other product fundraising at WRAL Soccer Park or rented facilities must also be reviewed.

Anyone who is interested in raising funds at a facility must complete the attached application and wait for review. Please allow for at least 5 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 NCFC.

If you are approved to fund raise at NCFC Youth facilities, this only gives you permission to operate at the approved 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.

III. Team Sponsorships

Team sponsorships can only come in the form of a donation. Only sponsorships at the Club level will given access to sponsor benefits including logo representation on NCFC Youth products. If a company is interested in a club sponsorship, please direct them to the main office. If a company wants to "sponsor" your travel or fundraising efforts directly, they will not receive benefits through the club or a tax-deductible donation.

IV. Team Fundraising

- Teams cannot use NCFC Youth's TAX ID for team donations. Only the club can accept tax deductible donations.
- Please be aware of the club's current sponsors: We ask you to not contact our current sponsors for donations, and please respect any prospect's right to say no.
- NCFC Youth staff is unable to manage the collection and disbursement of funds raised. A team parent must keep written records of funds received and disbursed and must present such documentation upon request from a parent or other concerned party. We want to protect you from accusations of mishandling funds, and the only sure protection is documentation.
- Correspondence with possible donors cannot be on NCFC Youth letterhead.
- Teams may not use NCFC Youth logo, marks, or other identity for team gain. However, our logo may be incorporated into fundraising materials (see below), as long as your specific team is designated clearly (e.g., flyers, letters, etc.)
- Form letters or fundraising materials must include the following information:
 - All donations are for the benefit of your specific NCFC Youth team (i.e., you are not raising money for the club; you are raising money for your TEAM)
 - The specific name of the team (e.g., 06 NCFC Red South)
 - Donations are NOT tax deductible
- **No team is allowed to host a Raffle on behalf of NCFC Youth:** non-profits are limited by law in our allotted raffles each year. We must reserve these for raffles that benefit our entire club. **Be advised that the state regulates raffles tightly. If your team chooses to do a raffle, you need to consult state law.**
- NCFC Youth strongly advises against 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 ABC Board.
- NCFC Youth will not provide access to our database (e.g., email, addresses, team packets), website, or social media for your individual team fundraisers, promotions, or solicitation.

V. Suggested Fundraisers

These fundraisers do not need to go through a formal application process with NCFC Youth. Please refer back to Section IV for policies and guidelines for how to manage your fundraiser. If you have questions whether or not your fundraiser needs approval, please email Business Development Director, Katharine Eberhardt (Katharine.Eberhardt@NCFCyouth.com)

- Car Wash
- Bake Sales (not on 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, if applicable (e.g., WakeMed Soccer Park; subject to the rules of each venue)
- Restaurant approved fundraisers (e.g., Applebee's Flapjack Fundraiser)
- Approved travel partners who provide fundraising assistance (e.g., Adidas Soccer Travel)
- Crowdfunding Platforms (gofundme, crowdrise, etc.)

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 fees, 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 NCFC Youth Facility Use

Submit this completed application form to NCFC Youth's Business Development Director via email Katharine.eberhardt@NCFCyouth.com Please allow for 5 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: _____

Requested Facility: _____

(Note**we have full control of WRAL Soccer Park, limited access to other facilities, and no access at most outlying facilities)

Are you hoping to sell food? ___yes ___no

If yes, what kind and at what price?

Are you selling any other product? ___yes ___no

If yes, please list product(s) and sales price:

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 and the product.

Approved by:

(print)

(signature) North Carolina FC Youth

Date: _____