



FUNDRAISING AND SPONSORSHIP POLICY

The purpose of this "Fundraising Policy and Guidelines" is to ensure that TSI players, team managers, coaches, and parents understand the Club's fundraising policies and authorized activities. The Internal Revenue Service recognizes Tuckahoe Sports (TSI) as a 501(c)(3) nonprofit organization, and it is vital for the organization to protect this nonprofit status. Any unauthorized fundraising activities could put this nonprofit status in jeopardy.

This policy establishes TSI guidelines for the collection of funds from team parents, outside sources, and other methods that are not part of TSI's approved fundraising activities. All fundraisers **must** be approved by the Executive Director at TSI and support the organization's mission: *To provide a family friendly, safe environment where all girls & boys are provided the opportunity to build their self-esteem and character, while learning the fundamentals and enjoying the games of softball & baseball at a well-maintained 1st class training center.*"

When individual teams seek financial support from outside of the organization, it is considered fundraising. Fundraising falls under the purview of TSI if the organization's name, logo and/or mission are used to solicit funds. Fundraising examples include selling items such as banner space, selling food, and other items, or sponsoring a team event.

This process must always be followed:

- All team fundraisers must be approved **in advance** by the Executive Director of TSI. Requests need to be submitted in writing 15 days prior to the activity.
All fundraising must comply with applicable laws and regulations in planning and conducting the activity. TSI is held free from all claims and liabilities related to the fundraising and has the right to deny fundraising if it does not represent the organization's mission.
- TSI has financial responsibility for all organizational funds and the approval process is intended to provide awareness of funds being collected and ensure that the fundraiser meets our mission.
- TSI will not market team fundraising information to other teams to avoid conflicts with competing campaigns. It is expected that these fundraisers will be marketed by the team to the team contacts. Please note that you are fundraising for your team, not on behalf of the organization.
- Funds need to be raised for a specific team purpose. For example, teams can raise funds for tournaments, travel, coaches' fees, or the purchase of specific team items. Please note that our partnership with New Balance requires that any team wear be NB. If you would like to purchase team wear, please notify TJ Williams to obtain pricing for your team for specific items. All apparel must be offered in primary TSI colors of white, grey, orange, or black and be printed through Achieve Athletics.
- Any use of our logo must be approved in advance of use by the Executive Director of TSI. No revisions to the logo, team name, or colors will be approved.
- Team "slush funds" or team accounts are not allowed. When submitting for consideration, the name of the contact who will be collecting the funds along with fundraiser offerings must be provided as well as the date of the campaign. TSI will not be responsible for funds until they are turned in. All funds should be turned in to Kelly Hill, Director of Operations, with appropriate documentation.
- Team fundraising funds will be managed as follows.
 - Collected funds will be placed in the team account for the team/player that raised the funds.

- For tournament and travel fees, the amount raised by the team will be added to the tournament budget. Please note that if tournaments are added, the team is responsible for the Coaches' accommodation.
- For other items, the club can purchase the items requested using funds raised by the team.
- For any approved fundraising activity that will use the official logo or name, teams must provide 5% of the total amount of funds raised to the organization's booster account.
- Any remaining team funds at the end of season will be rolled into the TSI Booster fund.
- TSI will sponsor "team fundraisers" i.e., annual Poinsettia Sale. Players who participate can choose to have their funds donated to their team or individual accounts, but this information must be provided to Kelly upon receipt of the funds. Teams must choose how this will be applied to all players who participate on that team when turning in team funds.
- Teams will receive 90% of all fundraising while TSI will receive 10% towards the general budget for each event or campaign. Any remaining team funds at the end of the season will be rolled into the TSI Booster fund.

Sponsorship

Sponsorship occurs when a business is given promotional consideration in exchange for a donation to the organization. All sponsorships are managed directly through TSI. While teams are welcome to raise funds from businesses under the fundraising policy, individual teams are not authorized to offer to display business logos on organization's website or at the facility (team banners are okay if approved in advance by the Executive Director of TSI and are to be displayed at tournament sites)

It is the intent of TSI that sponsors benefit the organization instead of individual teams. The MAIN fundraising event for TSI is our annual Lead Off Event held in Jan – Feb. All teams are expected to participate in this event which raises funds for facility upgrades, equipment, technology programming, and need based grants for approved recipients. This event is key to keeping our facility innovative with all teams, and players benefitting from the fundraising. We ask that all team fundraising ceases from Nov – Feb to support this key event for all our players and our organization.

This fundraiser does offer sponsors the ability to advertise both to and in the facility which provides a resolute audience of members. We ask that teams limit their requests of TSI Sponsors easily found on our website so that they are not fielding inquiries repeatedly.

Teams are asked to donate a themed Basket or Item for the Silent Auction which takes place at the event. We ask that all teams focus on this and organizational sponsors as we lead up to the Annual Event. Notable examples include restaurant gift cards, Sports Bag with equipment, events or travel options especially for families.

Should a team member solicit or provide information for a TSI sponsor that accepts an agreement with TSI, that team member will receive a 5% credit to be used for programming here at the facility while the full sponsorship funds will go to the organization.