



Kitsap Alliance Football Club

Fundraising Policy & Guidelines

Rev. 8/2024

Introduction

Kitsap Alliance Football Club (referred to as “the Club” or KAFC) acknowledges that participation in premier soccer can entail significant and sometimes unexpected costs, including player fees, tournament registration, and travel expenses. The Club aims to support our players and their families in meeting these financial commitments through fundraising activities.

Purpose

The purpose of this Fundraising Policy and Guidelines is to be certain that KAFC players, team managers, coaches, and parents understand the Club’s fundraising policies and authorized activities. As a 501(c)(3) nonprofit organization recognized by the Internal Revenue Service, it is crucial for KAFC to maintain its nonprofit status. Unauthorized fundraising activities could jeopardize this status.

Fundraising Procedures

Team Fundraising Activities

Team Fundraising Activities allow teams to raise funds to help offset team-specific costs such as equipment, travel expenses, and/or tournament fees. It is important that any funds raised benefit all team members equally (e.g., hotel, airfare, or van rental costs for tournament travel). The following process must be followed for all Team Fundraising Activities:

1. Approval is required from the KAFC Fundraising Coordinator before events are scheduled/begin. Please contact the fundraising coordinator for approval.
2. Engage in the Team Fundraising Activity. If a player would like to opt out of participation in a fundraising event, a buy-out option will be made available (Not to exceed projected team fees for the season).
3. The Team Fundraising Coordinator or Team Treasurer collects the funds raised and deposits them into the team specific account. The funds are then used for expenses that benefit all team members equally. Please make sure all events are properly recorded and that information is readily available.

4. The Team Fundraising Coordinator or Team Treasurer maintains records of all funds raised and disbursed, which will be made available by request.

Approval of Fundraising Activities

All Team Fundraising Activities must be pre-approved by the KAFC Fundraising Coordinator. The Coordinator aims to respond quickly, but please allow at least five (5) days for approval before beginning the fundraising activity. Requests should include:

1. A brief description of the requested fundraising activity.
2. The purpose or need for the fundraising activity (e.g., what the funds will be used for).
3. Whether the KAFC 501(c)(3) status or KAFC logo will be used in any way.
4. Contact information for the team's fundraising coordinator.

Usage of Funds Raised

Proceeds from fundraising activities must be used for soccer-related expenses such as tournament costs and travel. Teams may also use fundraising proceeds for team bonding activities like pizza parties or team outings. Funds raised through Team Fundraising Activities must benefit all team members equally and cannot be allocated to benefit a single player or subset of players. The Club is not responsible for managing the collection and disbursement of funds raised. Funds raised must be used for the current season. Any funds not used throughout the season will be rolled over with that team into the next season. In the event a team "ages out", any leftover fundraising monies will be donated to KAFC. In the event a player moves to a different team, their portion of fundraising monies left over will be moved to their new team (i.e. a player is playing up or on a blended birth year team and goes to true age next season, their portion of fundraising monies leftover will transfer over to their new team).

Exclusivity of Fundraising Activities

A KAFC team may not claim exclusivity to any particular fundraising activity. For example, if one team is selling travel coffee mugs, another KAFC team is not prohibited from also selling mugs.

Fundraising Guidelines & Limitations

- Product sales and other team-specific fundraising activities may not occur at Club-wide events to avoid partiality toward a specific team unless a designated "team fundraising area" is established.
- If a "team fundraising area" is established at a Club-wide function, all teams will be offered the opportunity to schedule times to use the area, with equal time allotted to those who wish to participate.
- Products sold must not duplicate items offered by vendors at the Club-wide event unless approved.

- The sale of alcoholic beverages or tobacco products is not permitted..
- The sale of homemade food items is not permitted.
- Any calendar or similar product featuring photographs of KAFC players, coaches, or members is not permitted.
- All fundraising activities must take place within the KAFC boundaries as defined by the Club or be approved by the association and the Regional Club League (RCL) of the area where the event will take place.
- Teams may not contact individual businesses for sponsorship; all inquiries must go through the KAFC Executive Director.

Sales of KAFC Apparel or Gear for Fundraising Activities

All requests for fundraising sales of KAFC apparel or gear must be submitted to the Fundraising Coordinator for approval. Subject to approval, the following guidelines apply:

- Samples or examples of any apparel or gear proposed for sale must be submitted with the fundraising application (photographs, diagrams, or illustrations are acceptable if physical samples are not available).
- Apparel must primarily feature the KAFC colors of royal blue and white.
- The Club will not cover the cost up front of any KAFC gear or apparel sales; this is the sole responsibility of the specific team.
- Teams may not store any additional inventory in KAFC storage.
- For any approved fundraising activity using the official KAFC Premier logo, teams must pay 10% of the total amount of funds raised to the Club.

No Assumption of Liability for Fundraising Activities

KAFC will not assume responsibility for any loss, damages, claims, or expenses of any kind resulting from or related to any fundraising activities, whether approved or unapproved.

Point of Contact for Questions

For any questions regarding fundraising activities, please contact the Fundraising Coordinator, Jenn Bell, at j.bell@kitsapalliancefc.com.