

CHANHASSEN ATHLETIC ASSOCIATION FUNDRAISING

PURPOSE

This policy is intended to outline the process for fundraising for Chanhassen Athletic Association (CAA) teams participating in baseball, softball, and basketball. This policy will provide a framework to follow. The individual Diamond Sports Board and CAA Basketball Board may impose additional requirements and restrictions in addition to the guidance provided in this policy.

OUTLINE

This policy provides two tiers for raising funds.

Tier 1:

Teams may raise funds through “sweat equity”. Efforts that fall into this category include but are not limited to product or service sales (i.e. wreath, coffee, pizzas, etc.), car washes, food stand sales, and grocery bagging. Teams spearheading these efforts will receive **100%** of funds earned.

Tier 2:

Teams may solicit tax deductible family and corporate donations and matching gifts using the CAA 501(c)(3) status. Teams will receive **95%** for any sponsorship funds received with the remaining 5% used to cover CAA administration costs. Teams may establish individual sponsorship levels and benefits received.

CAA will send donation letters to sponsors for tax purposes.

Funds can be raised through CAA only for eligible expenses. Any funds raised in excess of eligible expenses will revert to back to CAA for investment into the programs that raised the funds.

Prior to the start of any fundraising efforts, teams must develop a plan and present the plan for approval to their respective sport Board. The purpose of this approval process is to ensure that the fundraising plans do not overlap with other CAA fundraising efforts and to ensure that the plan aligns with the values and mission of CAA. Changes or additions to approved fundraising plans must be submitted to Boards for review and approval.

No team shall enter into an agreement to open a team specific bank account, Venmo account, or other financial account. If a team chooses to hold funds for expenses not eligible for fundraising under this policy, it must be held by one of the team families and funded only by the team families.

All fundraising monies shall be deposited with Americana Bank (official bank of CAA). Funds will be earmarked by team within the CAA set of books. Teams will notify CAA of incoming funds and submit timely requests for expenses to ensure that funds are properly directed.

Teams will give CAA 10-day notice on when funds need to be disbursed from their team balance. This ensures that CAA has time to obtain proper signatures on checks.

Teams should keep their own records of fundraising efforts to reconcile with CAA accounting.

APPENDIX A: APPROVED PROGRAMS

These fundraising programs have been approved as acceptable programs:

- Holiday wreath sales
- Von Hanson hot dog/brat stand sales
- Solicitation of corporate sponsorships
 - Sponsors to be solicited need to be approved by respective sport Boards to ensure they do not conflict with general league sponsors

APPENDIX B: ALLOWABLE EXPENSES

Allowable expenses as defined by the IRS are listed below. These are the only expenses that CAA will reimburse teams for.

- Tournament registration fees
 - Tournament registration fees covered in program registration fees are not eligible for fundraising efforts.
- Tournament gate fees
- Required player uniform components (non-CAA issued uniform components)
- Game apparel for coaches
- Hotel and meals for players only (for non-Minneapolis metro area tournaments only)
- Items for trading with other players (e.g. pins)
- Hired officials
- Team building activities for players
- Apparel for players and coaches to wear to tournament events (e.g. t-shirts / sweatshirts representing CAA and / or team sponsors)

Expenses that are not eligible for tax exempt treatment or reimbursement under this policy:

- Hotels and meals for non-players
- Mileage for families
- Mileage for volunteers
- Optional uniform components
- Tournament souvenirs (including tournament sweatshirts)
- Sports equipment

If there are questions about eligible expenses, please contact your respective Boards for clarification.

SPORT SPECIFIC GUIDELINES

Diamond Sports

Only 12AAA team may raise funds through Tier 1 efforts as defined above.

Other teams may solicit funds under Tier 2 as defined above.