

CAMBRIDGE-ISANTI GRAND SLAMMERS
FUNDRAISING POLICY & GUIDELINES

1. Introduction:

Cambridge-Isanti Grand Slammers (“C-I GS”) recognizes that involvement in travel softball can present significant (and sometimes unforeseen) costs in the form of player fees, tournament registration costs, trading pins, gift-exchange programs, and out-of-state travel expenses. The C-I GS Organization endeavors to assist our members in meeting those financial obligations through fundraising activities.

2. Purpose:

The purpose of this “Fundraising Policy and Guidelines” is to ensure that C-I GS players, team managers, coaches, and parents understand the Organization’s fundraising policies and authorized activities. C-I Grand Slammers is recognized by the Internal Revenue Service 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 the Organization’s nonprofit status in jeopardy.

3. Fundraising Procedures:

a. Team Fundraising Activities

- Team Fundraising Activities provide an opportunity for teams to raise funds to help offset team costs not paid for by the Organization. The critical distinction with Team Fundraising Activities is that any funds raised must be utilized for equal benefit of all members of the team, and may not benefit any specific player or subset of players. The following process must be followed for all Team Fundraising Activities:
 - i. The Team should determine whether the Team Fundraising Activity is pre-approved (see Section 4), or whether approval is required by the C-I GS Board of Directors;
 - ii. The Team Fundraising Coordinator will compile an itemized list of expected expenses related to the need for fundraising. This list will be forwarded to the C-I GS appointed Fundraising Coordinator.
 - iii. The Team will engage in the Team Fundraising Activity;
 - iv. The Team Fundraising Coordinator will collect any funds raised, and will transfer the entirety of the funds to the C-I GS appointed Fundraising Coordinator. The team will pay for items that will benefit all team members equally; and once an itemized receipt is received by the C-I GS appointed Fundraising Coordinator, the team will be reimbursed.
 - v. The Team Fundraising Coordinator will keep records of all funds

CAMBRIDGE-ISANTI GRAND SLAMMERS
FUNDRAISING POLICY & GUIDELINES

raised and funds disbursed.

vi. Any funds raised in excess of expenses incurred by the team fundraising, will remain with the C-I GS Association. Excess funds will be utilized to benefit the C-I GS Association as a whole.

b. Approval of Fundraising Activities

- All team fundraising activities that do not appear in section 4 of these Fundraising Guidelines must be preapproved by the C-I GS Board. The Committee will endeavor to respond to such requests quickly, but please allow for at least five (5) days before the fundraising activity will commence for approval. In making the request, a team should include the following:
 - i. A short description of the requested fundraising activity;
 - ii. The purpose or need for the fundraising activity (what will the funds be used for);
 - iii. Whether the C-I GS 501c3 or C-I GS logo will be used in any way; and
 - iv. Contact information for the team's fundraising coordinator.

c. Usage of Funds Raised

- Proceeds of fundraising activities must be used to pay softball related expenses. In no event should any funds raised through Team Fundraising Activities be allocated to the benefit of a single player or a subset of players on the team. All proceeds of Team Fundraising Activities must be utilized for the benefit of all members of the team.
- In no event should any funds raised through Team Fundraising Activities be used to reimburse in-state travel expenses. Special considerations may be made on travel expenses in certain situations, dependent on the distance traveled and pending approval from the C-I GS Board of Directors.

d. Exclusivity of Fundraising Activities

- A C-I GS team may not claim "exclusivity" to any particular fundraising activity. For example, if one team is sponsoring a car wash, a different C-I GS team is not prohibited from also sponsoring a car wash.

4. Pre-Approved Team Fundraising Activities

Teams that desire to engage in the following fundraising activities do not need to seek

CAMBRIDGE-ISANTI GRAND SLAMMERS

FUNDRAISING POLICY & GUIDELINES

approval from the C-I GS Board of Directors:

- Team car washes
- Team garage or rummage sales
- Teams providing the service of bagging groceries at a local supermarket
- Team yard clean-up

***The C-I GS board must still be informed prior to ANY fundraising activity, even if the fundraising is considered a pre-approved activity.**

5. Fundraising Guidelines & Limitations

- Sales of products or any other team specific fundraising activity may not occur at the Maddy Nelson Memorial Tournament, Hit-A-Thon Fundraiser or other club wide events to avoid any partiality toward a specific team unless a designated 'team fundraising area' has been established.
 - If a 'team fundraising area' is established at a club wide function, all teams will be offered the opportunity to schedule times to utilize the area. Those that wish to take advantage will be awarded equal time
 - Products sold must not duplicate items that may be offered by vendors solicited to work the club wide event unless approved
- The sale of any alcoholic or tobacco products is strictly prohibited
- The sale of home-made food items is prohibited
- Any calendar or like-product featuring photographs of C-I GS players, coaches, or members is prohibited
- The C-I GS Board and Fundraising Coordinator are responsible for managing sponsorship and donor requests with local businesses. These relationships are critical to meeting the on-going needs of our organizations. As a nonprofit, tax deductible donations must be handled in accordance with IRS and MN State guidelines in order to stay compliant and not jeopardize our non-profit status. **Teams may not reach out to individual businesses for sponsorship. All inquiries of this sort must go thru the C-I GS Board of Directors.**

6. Sales of C-I GS Apparel or Gear for Fundraising Activities

All requests for fundraising sales of C-I GS apparel or gear must be submitted to the Board of Directors for approval. Subject to the approval by the Board of Directors,

CAMBRIDGE-ISANTI GRAND SLAMMERS

FUNDRAISING POLICY & GUIDELINES

the following guidelines will apply:

- Examples or samples of any apparel or gear that is the subject of a proposed apparel or gear must be submitted to the Board of Directors (photographs, diagrams, or illustrations are acceptable if physical samples are not available).
- All apparel must be primarily offered in the C-I GS colors of royal blue, grey, black, and white.
- If a team wishes to sell a product (i.e., license plate frame, lanyard, coffee mug) the team may contract with a third-party manufacturer, but the Organization shall not be responsible to cover or reimburse for any financial losses that may result from the purchase of too much inventory.
- The Organization will not “front” the costs of any C-I GS gear or apparel sales - this is the sole responsibility of the specific team.

7. No Assumption of Liability for Fundraising Activities

C-I GS will not assume responsibility for any loss, damages, claims or expenses of any kind whatsoever sustained or incurred by any individual resulting from or related to any fundraising activities, whether approved or unapproved.

8. Point of Contact for Questions

For any questions regarding fundraising activities, please e-mail Jacketfastpitch@gmail.com or contact the appointed Cambridge-Isanti Grand Slammers Fundraising Coordinator.