



Team Fundraising Guidelines



PRE-FUNDRAISER DECISIONS

- How will the money be distributed or split among players after costs are covered?
- Who is the team point of contact?
- What is the start and stop date?

GUIDELINES

All team fundraisers must be approved by the Vice President and Chief of Staff at Tormenta FC Academy. A Fundraiser Proposal must be submitted and approved prior to any fundraiser. The attached proposal form should be emailed to Jennifer Hampton at jhampton@tormentafc.com.

For each fundraiser, the team must name a coordinator who will be responsible for organizing the activities and handling funds. At any time during or after the event, the team coordinator must be able to give each member of the team an accurate written accounting of the event's income and expenses. In addition – upon completion of the fundraising event, the coordinator must provide a Fundraiser Report to jhampton@tormentafc.com.

No individual member of the team or staff may personally profit by any fundraising activities. No child will be guaranteed placement on a team as a result of "long-term" fundraising for an event to be held in a preceding year.

Promotion of team fundraisers should clearly indicate that funds raised will benefit that specific team, not Tormenta FC Academy. Teams must have approval to use the Tormenta FC Academy logo on flyers or promotions of fundraisers. The use of the logo is limited to Tormenta FC Academy employees unless approved in advance. The club website and club email blast are not a means to promote team fundraisers. Teams are not allowed to sell Spirit Wear or any items using the Tormenta FC Academy logo.

Teams are prohibited from obtaining sponsors for uniforms, training shirts and spirit wear. The Tormenta FC Academy Vice President and Chief of Staff is responsible for negotiating these types of sponsorships. Raffles are not permitted as form of team fundraising.

Team members are responsible for all expenses incurred as a result of team fundraising events and may not refer any debts to Tormenta FC Academy for payment.

A list of current sponsors is available online. Please review prior to approaching local businesses for additional funds, prizes, or donations on behalf of your individual team. This will alleviate double-ups and negative responses as we in no way want to jeopardize or hassle these businesses and risk the loss of future sponsorship to Tormenta FC Academy.

All activities must be well supervised and controlled by parents or other team representatives.

All funds raised must be applied to team expenses. It must be made clear to all team members in advance how funds will be disbursed. In the event a team's fundraising efforts net more money than the amount of the team's expenses for the season, the excess funds can be forwarded to the player's next team account.

Tormenta FC Academy reserves the right to alter or demand a halt to a particular team's fundraising activities when those activities are in violation of any of the points contained in this policy or are considered to be detrimental to the image or well-being of Tormenta FC Academy.



Fundraiser Proposal



Team Name: _____

Coordinator Name: _____ Phone #: _____

Email: _____

Type of Fundraiser (please include name of company, if applicable, and description of fundraiser):

Date(s) and location of fundraiser: _____

How will you promote your fundraiser: _____

Approved By

Date Approved



Fundraiser Report



Total Funds Raised: \$ _____

Expenses Associated with Fundraiser: _____

Any Difficulties/Positives of Fundraiser: _____

Submitted By

Date