



Sequoia FC Fundraising Guidelines

REV 9/25/2023

Sequoia FC is a 501c3 non-profit competitive soccer club and as such relies on fundraising to support our club scholarship program and reduce the operational costs of our club, and to help offset travel costs associated with playing competitive travel soccer for our players and their families. Sequoia FC Teams and the Club Board will adhere to the following guidelines for club sponsorship and team fundraising.

FUNDRAISING TYPES

Sequoia FC allows two types of fundraising: Team Fundraising, where monies raised are applied to help offset team travel costs, and Club Sponsorship, where monies raised/received are applied to Club programs such as the Sequoia FC scholarship program or for other club-wide operational costs.

TEAM FUNDRAISING GUIDELINES:

Individual teams are encouraged to fundraise to help offset expenses associated with team travel to league games and/or tournaments. **Fundraising at the team level is defined as follows:**

- **Team Fundraising**
 - Teams may hold small-scale fundraisers such as car washes, bake sales, “goal-a-thons”, and the like to raise funds for their individual teams.
 - These small-scale, team building fundraisers will be at the direction of the Coach and Team Manager; participation is not mandatory for all players and families, but is highly encouraged. Teams may elect to appoint a Team Fundraiser (someone other than the Coach or Team Manager).
 - Funds raised will be monitored directly by the Coach, Team Manager or Team Fundraiser; at no time will the Club Treasurer, Board, or Director of Coaching be involved in cashing checks or collecting funds for these types of team fundraisers.
 - Monies raised under the team fundraising umbrella will help offset overall costs for travel for the specific team hosting the fundraiser. Monies
 - Monies raised will not be applied to club registrations.
 - At no time will a GoFundme or other crowdfunding campaign be allowed for Sequoia FC teams.

Club oversight:

- Coaches, Team Managers or Team Fundraiser must submit their fundraiser proposal to the Board via email to sequoiafc@gmail.com, at least 2 weeks ahead of the proposed event, with the following details:
 - Type of fundraiser;
 - Date/timeline;
 - Location;
 - Expected participants; and
 - Fundraising goal.

After the fundraising event, the Coach, Team Manager or Team Fundraiser must provide the Board with a follow-up email and brief written summary of the fundraiser and submit it to the Board for our records. Summary must be submitted within 1 week of the conclusion of the fundraiser and should include the following:

- Confirmation of the amount of money collected; and
 - Attestation that both the Coach and Team Manager or Team Fundraiser counted and verified funds collected.
- At no time will the Board be responsible for the management of these monies; lost, stolen or mismanaged funds, or for goods and services promised but not received.
- At no time will the Club hold monies in the Club accounts for individual team fundraisers; all monies must be collected and monitored by the Coach, Team Manager or Team Fundraiser.
- The Board reserves the right to reject any fundraiser that does not align with our goals as a Club; all decisions by the Board are final.
- Any team that does not uphold our strict integrity standards and goals as a Club, misrepresents the Club, or otherwise abuses the Sequoia FC Fundraising program will no longer be allowed to participate in fundraisers.

CLUB SPONSORSHIP GUIDELINES

CLUB SPONSORSHIP GUIDELINES ARE PRESENTLY IN DEVELOPMENT. IN THE INTIRIM, PLEASE DIRECT ANY BUSINESS OR CORPORATION INTERESTED IN DONATING TO SEQUOIA FC TO THE SEQUOIA FC BOARD OF DIRECTORS at sequoiafc@gmail.com.