

# Osseo-Maple Grove Athletic Association

## FUND RAISING POLICY

(OMGAA Policy 2007.01)

### **Section 1 - Purpose:**

The purpose of this policy is to establish guidelines for conducting OMGAA fund raising events that meet the needs of sponsoring programs while protecting the OMGAA “**Charitable Organization Status**” under the terms of Internal Revenue Policy 501 (c) 3.

### **Section 2 - Authority:**

The authority to establish this policy is provided by **Section 10 - General Duties and Responsibilities of the Board of Directors Item 5** of the **Osseo-Maple Grove Athletic Association - By Laws**.

### **Section 3 – Definitions:**

The following definitions shall apply to this policy:

**ANNUAL EVENTS:** Association sponsored events that repeat annually and are conducted under the direct supervision of the Fund Raising Director.

**ATHLETIC PROGRAM:** Specifically, any one of the following: the OMGAA Special Olympics Softball Program, Junior House Baseball League, Senior House Baseball League, House Fast Pitch Softball League, Junior Traveling Baseball League, Senior Traveling Baseball League or Traveling Fast Pitch Softball League.

**EARMARK:** Setting aside by generally accepted accounting procedures and board notification, of exact dollar amounts of OMGAA General Fund monies for exclusive use within a specified OMGAA Program, or the specific purpose for which they were raised.

**FUND RAISING:** Active attempts to raise monies for an OMGAA Program or an OMGAA sponsored team, by any manner other than through approved “Spirit Wear” sales, member registrations fees, tryout fees and/or traveling program fees.

**FUND RAISING EVENTS:** Tournament Events, Sales Events and/or Solicitations as defined below.

**GIFTS, ENDOWMENTS OR SPONSORSHIPS:** Voluntary, non-solicited, contributions from outside individuals or organizations to the OMGAA General Funds or dedicated to specifically identified OMGAA Programs or OMGAA sponsored teams.

**NON-ATHLETIC PROGRAM:** Specifically any one of the following: the OMGAA Academic Scholarship Program, the OMGAA Capital Improvement Fund, OMGAA Training Program or the OMGAA General Fund.

**OMGAA ASSOCIATION CONTINUING ALLOCATIONS:** Allocations borne equally by all OMGAA athletic and non-athletic programs, to include but are not limited to:

- 1) General Fund
- 2) Scholarship Fund
- 3) Capital Improvement Fund
- 4) OMGAA Training programs and clinics
- 5) The OMGAA Special Olympics Softball Program

**OMGAA MERCHANDISE:** “Spirit Wear” or merchandise bearing the OMGAA name, the OMGAA Logo and/or the OMGAA Storm Logo in any of their common forms produced and sold exclusively for fund raising.

**SALES EVENTS:** Organized, non-tournament events or programs where funds are raised for an OMGAA Program or an OMGAA Sponsored team through selling of non-OMGAA related goods and/or services.

**SECOND PARTY EVENTS:** Events sponsored by other local organizations specifically to raise funds for OMGAA Programs or OMGAA sponsored teams.

**SOLICITATIONS:** Active solicitation of individuals, community organizations or local business for:

- a) Monetary donations on behalf of OMGAA Programs or OMGAA sponsored teams.
- b) Commodity donations for OMGAA use or conversion into monies, goods and/or services by means of sale, trade or raffle.

**TOURNAMENT EVENTS:** OMGAA sponsored tournament competitions comprised of teams from OMGAA “house” leagues or outside associations where entry registration fees, gate fees and/or concessions and souvenir sales are collected.

**UNIQUE EVENTS:** Approved events occurring on a non-repeating basis

## **Section 4 – Fund Raising Policy:**

### **Item 1: General**

- 1) No OMGAA Director, Coordinator, Coach, Player or Parent may conduct fund raising on behalf of OMGAA Programs or OMGAA Sponsored teams without prior knowledge and consent of the OMGAA Director of Fund Raising.

### **Exceptions:**

- a. **If the Director of Fund Raising is unavailable or cannot otherwise provide timely approval, fund raising events may be approved by the OMGAA President. The OMGAA President shall inform the Director of Fund Raising of any such approvals prior to the event.**
  - b. **Appeal of a “Not-approved” decision may be made to the OMGAA Board of Directors at the first regularly scheduled meeting immediately following the “Not-approved” decision.**
- 2) The OMGAA name, in any of its common forms, the OMGAA logo and/or the OMGAA Storm logo may not be used for fund raising except for officially sanctioned or sponsored events as approved by the Director of Fund Raising.
  - 3) No Second Party Events may advertise as for the benefit of OMGAA Programs without prior knowledge and consent of the full OMGAA Executive Committee.
  - 4) The OMGAA Board of Directors may, by motion and vote, collectively sponsor or conduct fund raising events only for OMGAA Association Continuing Allocations.
  - 5) Individual OMGAA Program Directors and/or Coordinators may only conduct Fund Raising Events for:
    - a) OMGAA Association Continuing Allocations.
    - b) Specific OMGAA Programs or Leagues
  - 6) Individual coaches, players or parent members may conduct Fund Raising Events for:
    - a) OMGAA Association Continuing Allocations.
    - b) Specific OMGAA Programs or Leagues
    - c) Specific OMGAA Sponsored Teams
  - 7) The Director of Fund Raising shall receive, on behalf of the OMGAA; all Gifts, Endowments and Sponsorships, and present such to the OMGAA Board of Directors for approval and acceptance.
  - 8) OMGAA Merchandise may be produced and sold only by written agreement signed by the Director of Fund Raising and approved by the OMGAA Board of Directors.

Item 2: Approval of Fund Raising Events

- 1) Annual Events: The OMGAA Board of Directors may establish annually re-occurring fund raising events. The Director of Fund Raising shall prepare approval request forms, purchase orders for all expenses, receive and deposit all monies and shall prepare pre and post event balance sheets for review by the board of directors.
- 2) Unique Events: The Director of Fund Raising shall approve all non-Annual Events in accordance with established **OMGAA Fundraising Procedures.**

Item 3: Receipt of funds

- 1) All monies received through Fund Raising Events on behalf of the OMGAA; shall be forwarded to the *OMGAA Treasurer* for deposit.
- 2) For any single contributor cash or merchandise donation greater than \$500.00 or when requested by the contributor; an itemized OMGAA Receipt shall be issued for the amount contributed, dated and signed by the receiving individual.

#### Item 4: Dispersal of Funds Raised

- 1) Where funds are raised for unspecified purposes, the Board of Directors shall limit their dispersal to Association Continuing Allocations.
- 3) Where funds are raised for specified Programs or OMGAA sponsored teams, the Board of Directors shall limit their dispersal to the specific purpose for which they were raised and shall direct the Treasurer to “Earmark” such amounts, and record all dispersals against them.

#### Exceptions:

- a. **When funds raised for a specific “non-program” purpose or team are carried over from one budgeting period to the next, they shall revert to the General Fund and may be used only for OMGAA Association Continuing Allocations.**
- b. **When funds raised for a specific program or league are carried over from one budgeting period to the next, they shall be remain “Earmarked” and must be shown on subsequent budget proposals as “Previous Income”.**

#### Section 5 - Review:

The OMGAA Executive Board shall, and when deemed necessary, recommend revisions to the Board of Directors. Changes to the **Fund Raising Policy** and or **Fund Raising Procedures** must be approved by the OMGAA Board of Directors by means of motion and vote at any regularly scheduled meeting of the OMGAA Board.

#### Section 6 - Penalties for Violation:

Where **Fund Raising Events** are conducted in violation of this policy, the OMGAA Board of Directors shall require immediate public disclosure of all violating events, funds raised, and where appropriate, return of funds to contributing organizations or individuals. Where return of funds is not possible or practical, all funds are to be deposited into the OMGAA General Funds.

The OMGAA Executive Board may authorize legal actions where necessary to enforce the **Fund Raising Policy** or its penalties.

Adopted by the OMGAA Board of Directors  
April 17, 2007  
END OF DOCUMENT