



FUNDRAISING GUIDELINES



CR Boosters, 501(c)(3) Established 2013 + www.guidestar.org/profile/46-3374669

Columbia River High School

800 NW 99th Street, Vancouver, WA 98665

PLEASE READ before completing **FUNDRAISING ACTIVITY APPLICATION**. ***PAPER or ONLINE APPLICATION AVAILABLE HERE: crboosters.weebly.com/fundraising.html**

The following guidelines are intended to ensure fundraising is executed per parameters set forth by CR Booster Bylaws, Vancouver Public Schools, WA Secretary of State, and the Internal Revenue Service. **CR Boosters is a Washington 501(c)(3) non-profit organization.**

1. All corporate sponsorships will be deposited into the CR Booster general fund. A sponsor will be acknowledged and publicly recognized as appropriate. Money will be distributed as follows:
 - a. An unsolicited contribution of money, goods or services designated for a specific team/club by a private individual or company is acceptable. However, a designated contribution to a private individual on a team is an infringement of the Private Benefit and Inurement Section of the requirement rules of a non-profit organization will not be accepted.
 - i. Unsolicited contributions to a specific club/team will be acknowledged by the receiving club/team.
 - ii. Contributors of goods or money valued at or above \$250 will be provided a written acknowledgement of receipt by the club/team per IRS guidelines.
 - b. Clubs or teams may acknowledge their sponsor(s) by placing a patch on their club/team bags or with signage at their games and practices only. No modifications of the official club/team uniform will be allowed per school uniform policies. Club/team members may not add to or alter the official uniforms in any way.
2. To qualify for fundraising events, each club/team must have a **minimum of two CR Boosters members**, including an **assigned activity coordinator** for the club/team event.
3. Each club/team may organize and conduct fundraising activities for their specific needs. If students are involved in any fundraising activities, it must be **clearly advertised that the activity is a CR Booster activity and that funds will go to the CR Boosters**. Net profit from all club/team fundraisers will be deposited to the CR Boosters account with designation to the specific club/team for which the funds are intended. Disbursement of funds will be executed per CR Boosters Bylaws.
4. Club/team fundraising events must be **pre-approved** by the CR Boosters Fundraising chairperson or an Executive Board member who in turn gets school admin approval.
5. All returned checks and associated bank fees from the club/team fundraising events will be charged back to the respective club/team.
6. The IRS indicates that individual accounts may not be used by a tax-exempt organization. Raising funds and depositing into individual club/team member accounts is not allowed.

Team Fundraising Procedures

1. Prior to any fundraising activity, an **activity coordinator** must be named and must be a CR Booster member.
2. A **CR Boosters Fundraising Activity Application** must be completed and submitted to the Fundraising chairperson/Executive Board member (*prior to activity commitment*).
3. If the fundraising activity is not on the approved list, it must be reviewed and approved by the Fundraising chairperson/Executive Board member who in turn gets school admin approval.

4. The **activity coordinator** is responsible for all documentation, financial management, and event reporting.
5. Once a fundraising activity is finished, a **CR Boosters Deposit Form** must be completed by two CR Boosters members. Deposit funds along with Deposit Form in the CR Boosters drop.
6. Request for funds - Complete the **CR Boosters Disbursement Request** with the advisor/coach signature. Be sure to include an invoice and/or original receipts. Deposit originals in CR Boosters mailbox in school mailroom or submit directly to CR Boosters Treasurer for reconciliation.

According to the IRS, a not-for-profit organization **cannot require** a member to participate in a fundraiser nor require that each member raise a designated amount of funds. Club/team members have the opportunity to participate without pressure and will not be subject to repercussions for choosing to not participate.

Approved Uses of Funds

Club/teams may use their generated funds for any purpose allowed under IRS, Washington State Law, and Vancouver School District Policies vansd.org/policies (Specifically Codes 4120/4120P and 3530/3530P). Funds must be made available from the club/team CR Boosters account in order to be distributed. Approved uses of funds include, but are not limited to, the following:

- Publicly notified uses designated before fundraising begins.
- End of season club/team party.
- Purchase of additional club/team supplies, equipment, uniforms/gear, or services not funded specifically through school board budgets.
- Recognition/Awards.
- Extracurricular activities and events - tournaments, fieldtrips, camps and/or additional training for the club/team and associated travel expenses with required signed waiver forms.
- Assistance fund (i.e. - A fund serving a charitable purpose to benefit students such as providing payment for the cost of a fieldtrip for a student unable to afford it.)

Approved Fundraising Activities

- Garage Sale
- Carwash
- Team Dinner
- Partnership Events (Restaurants, etc.)
- Merchandise Sales (team spirit items, cookie dough, magazines, candy, plants, etc.)
- Hosting Tournaments/Camps
- Event Programs with Advertising
- Concessions
- Auctions
- Drawings (raffles are not allowed without a WA State Gambling License)

Unapproved Fundraising Activities

- Poker Events where admission is charged (defined as professional gambling)
- "Cold Calling" for Donations
- Door to Door Sales

*Fundraising forms are located in the school mailroom CR Boosters cupboard and on our website crboosters.weebly.com. Questions? Email crboosters@gmail.com