

Naugatuck Youth Soccer
Fund-raising Guidelines

June 1, 1996

1. PURPOSE:

- a. To outline fund-raising activities allowed by NYS for the purpose of raising funds for individual teams, and NYS in general.

2. SCOPE:

- a. These guidelines are limited to fund-raising.
- b. As in all guidelines, common sense must be used. All fund-raising activities must be approved by a majority vote by the NYS Board of Directors.

3. PROCEDURES:

- a. Please refer to prohibited fund-raising activities (section 4) prior to filing the Fund-raising Activities Request Form with the NYS Board of Directors.
- b. Obtain a Fund-raising Activities Request Form from the NYS Board of Directors.
 - i. Fill out the form describing the type of fund-raising to be done, who will be doing the fund-raising, the dates of the fund-raiser, the location of the fund-raiser, the approximate amount expected to be raised, and for what purpose the funds will be used.
 - 1. This form must be filled out, received by the NYS Board of Directors, and approved prior to the commencement of any fund-raising activities. Failure to do so will result in disciplinary action under Article XI of the NYS Bylaws Prohibited Actions
- c. The NYS Board of Directors will vote on all Fund-raising Request at the first board meeting of every month. These requests must be made in writing to the board two (2) weeks prior to this meeting.
- d. Upon completion of the approved fund-raising activity, the group must file a Fund-Raising Completion Report with the NYS Board of Directors. This report must provide the following:
 - i. A detailed account of all funds raised, including copies of all checks, and cash receipts. The cash receipts must be accompanied by three (3) separate signatures confirming the amounts brought in.
 - 1. All checks received during the fund-raising must be made out to Naugatuck Youth Soccer.
 - ii. All funds brought in must be turned in to the Treasurer of the NYS Board of Directors.

- e. 10% of the total will automatically be deducted and deposited in the NYS Field Fund.
 - i. The Treasurer will then cut a check to the team for the total or parts thereof up to the total amount, minus the 10%, turned in for approved activities.
- f. Any falsification of documents will result in the automatic forfeiture of all funds, and the termination of any other fund-raising activities by that group or team for the period of five (5) years.

4. PROHIBITED FUND-RAISING ACTIVITIES:

- a. Youth players shall not participate in any fund raising activities that put a burden upon the youth (I.E. door to door sales, etc)