

Vacaville United Soccer Club

Donation Policy Guidelines

Vacaville United Soccer Club, VUSC, is an affiliate of VYSL, a 501(c) 3 non-profit organization. All teams within VUSC are governed by VYSL and VUSC are considered in this policy as "the organization". This policy is to clearly define what constitutes a donation to the organization. Furthermore, this policy defines how donated monies are distributed and expensed throughout the organization.

Donation is a gift made by an individual or an organization to a non-profit organization, charity or private foundation. Most common charitable donations for VYSL\VUSC are in the form of corporate sponsors (team /individual), fundraisers, and Bingo. Donations are most common in the form of cash but can also take the form of, clothing and other assets or services.

A donation to the VYSL\VUSC in the form of money must be paid directly to VYSL/VUSC with **no exceptions**. Prior to disbursement to any team, a team budget must be presented to the club treasurer for review. Once the team budget is reviewed and approved money will be disbursed to the team's designated general fund. Once the money is in your team's general fund the money can be used to offset the teams overall budget or scholarship to individual accounts that have been approved by team management. The maximum amount to be credited to an individual account to be used for team related expenses is **\$2000.00** or team's player budget **whichever amount is lower**. Amounts over the maximum can be retained by the teams general fund if any further team related expenses will occur and if the total is less than the \$450.00 max, if not team will write check back to VUSC/VYSL general fund for scholarships or other league expenses.

For individuals donating time or work through Pace or another corporate grant program, it is each volunteer's responsibility to keep track of their hours. They must keep a log for themselves and turn in to the VUSC Treasurer at the end of the month. Hours will be calculated and funds distributed to the team account once the check and hours are received. Balance of money from bingo or corporate grant programs that have been allocated to a team prior to year end will be distributed the following season if all team related expenses have been satisfied for current season. If not donated and/or not used for the following season, the money will remain in the VUSC General Fund automatically and will be used for scholarships for the following season. Donor may choose to donate money to another current VUSC team or Horse Creek project if they wish.

At no point will donations be distributed to the donor for their financial benefit. "Team related expense" refers to expenses the entire team must incur to participate in the VUSC program (**one exception below). At the team's discretion, funds may be distributed or used for scholarships for the following **team** related expenses:

1. Registration Fees
2. Mandatory Soccer Equipment
3. Mandatory Soccer Uniforms Expenses
4. Team Expenses (such as team balls, bags, sweats, training fees, end of year party etc...)
5. Tournament Fees
6. Travel Expenses for tournament and league competition
 - Hotel - \$110-\$140 (Federal reimbursement rate – receipt required)
 - Airfare (receipt required- no first class)
7. **Camp fees if 5 or more players participate

Any expenses not covered above must be approved by VUSC board

Funds will remain in the player's individual account for travel/ mandatory soccer equipment until the player fills out the travel/expense form (available on VYSL website) with all corresponding receipts to be reimbursed by team. All travel forms must be retained by teams in case of audit by VUSC. Any team not found in compliance with this policy may face sanctions against their team.

At the end of season (defined as new calendar season) any balance over \$450.00(**unused donation money only**) must be given back to the VUSC as a donation to for HC projects or scholarships. Non-donation money can be returned to parents if the team chooses.

If at any time there are disagreements amongst teams of how funds are being handled than VUSC board will be notified and come to a resolution. If at that time there are still disagreements amongst all parties then the issue will be taken to the VYSL board for review where the decision will be final.

The VUSC treasurer will keep track of all donations going to teams which will be reported to VYSL

California Gov. Code 12599.6(b)A charitable organization must establish and exercise control over its fundraising activities conducted for its benefit, including approval of all written contracts and agreements, and must assure that fundraising activities are conducted without coercion.