

Mebane Youth Soccer Association Fundraising Report



Please be sure to read the MYSA Fundraising Policy before planning any type of fundraiser. You must get your fundraiser approved ahead of time. This form MUST have approval signatures before you begin your planning!

Instructions:

1. Once you have chosen a fundraiser you would like to do, choose a few dates you would like to hold it on.
2. Get the necessary approvals for the events. This includes the type of event, dates, and times.
3. Once you have all necessary signatures, you can begin to publicize and organize your event.
4. If you will need seed money for change, contact the MYSA Treasurer for assistance. (\$50 limit) The league will **NOT** purchase items for you to sell. That must be done by the team.
5. Keep track of your expenses and income throughout the fundraiser using this report
6. Once your fundraiser is complete, finalize this report, sign it, and turn it in to the MYSA treasurer with all raised funds (net). These will be deposited into your team's account.

Team Name: _____ **Head Coach:** _____

Fundraiser Contact: _____ **Contact Phone:** _____

Contact Email: _____ **Head Coach Email:** _____

Describe the fundraiser: (What you plan to do, how money will be raised, who will be involved, etc)

Describe how the money will be managed during the fundraiser: (Who will handle it, count it, pay expenses)

What dates would you like to have the fundraiser: (Include a rain date if applicable)

Where will the fundraiser be held?

MYSA Treasurer Approval: _____ **Date:** _____

MYSA Sponsorship Coordinator Approval: _____ **Date:** _____

MYSA Events Coordinator Approval: _____ **Date:** _____

Team Fundraiser Finance Report			
Stock/Prerequisite Items/Advertising.etc List all items purchased before the fundraiser to ensure it could take place. Buckets and soap for a carwash, doughnuts for a doughnut sale, etc. Include receipts for all purchases/expenses.		Totals	
Item Description	\$		
Total Preliminary Expenses >>>			
Change (This should include initial change from the MYSA or volunteers)			
	From MYSA		
	From Parents/Volunteers		
Total Change >>>			
Gross Funds Raised			
	From Sales of Items		
	From Donations		
(Describe:)	Other		
Gross Funds Raised >>>			
Net Funds Raised			
	Gross Funds Raised		
	Preliminary Expenses		--
	Change		--
Net Funds Raised >>>			

Money and Report Received By:_____ **Date:**_____

Reminders

- Be sure to save receipts for all purchases related to the fundraiser. Any money paid out of raised funds has to be accounted for by receipts and tracked on the report.
- This report and all money must be turned in to the MYSA Treasurer within two weeks after the fundraiser.
- All raised money must be deposited with the league before it is spent on team expenses/equipment.
- Fundraisers cannot be held inside the concessions stand. Tables placed outside must be approved beforehand. Fliers MAY be set out at the concession stand.
- Fundraisers cannot sell items that compete directly with the concession stand or other league fundraisers.
- Fundraisers cannot involve door to door solicitation by the players.
- Any solicitation of a local business **must be approved** beforehand by the MYSA Sponsorship Coordinator.
- We strongly encourage teams not to accept personal checks. Any checks which bounce will be deducted from the team's total funds raised along with any applicable bank fees.
- Players must be supervised at all times during fundraising events.
- Sale of any food items must comply with applicable local and state health codes.