



TMEC Tritons Swim Club
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TMEC FUNDRAISING POLICIES

2016



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INTRODUCTION

TMEC Triton Swim Club is a nonprofit organization with the mission to “develop our swimmers to be technically, physically, and mentally prepared to meet challenges and achieve goals in and out of the water.”

All donations solicited on behalf of the organization shall be used to further this mission and follow the policies and procedures outlined below.

FUNDRAISING POLICY

GENERAL FUNDRAISING

Funds shall be solicited in a respectful manner and without pressure. All fundraising activities within the club require must acquire written permission from the TMEC Triton Swim Club Board of Directors prior to beginning any fundraising activities. All third parties not directly affiliated with TMEC Triton Swim Club who wish to solicit funds on behalf of the organization must acquire written permission from the TMEC Triton Swim Club Board of Directors prior to beginning any fundraising activities. Donor designated restrictions on contributions shall be honored. TMEC Triton Swim Club is a nonprofit 501(c)(3) organization and contributions made to the organization are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.

All funds received from fundraising will first repay any funds borrowed in advance or expenses incurred to support the venue. Fund received beyond cost of the event (Profit) will go into the general account with the deposit designated “Fundraising General”.

Of the General fundraising funds 10% of the net received funds will be designated for helping to offset expenses for coaches’ travel to the following events.

1. National Swim Meet
2. Junior Swim Meet
3. Futures Swim Meet
4. Other pre-approved National level meets.

GROUP FUNDRAISING

Group sponsored fundraising will benefit the group that hosts the venue. Funds received will first repay any funds borrowed in advance or expenses incurred to support the venue. Fund received beyond cost of the event (Profit) will go into the general account with the deposit designated “Fundraising by Group Name”.

SENIORS

Depending on the amount of funds raised, an equal amount of the cost for each swimmer to go to travel meets is paid by the boosters. Students must pay the remaining cost of the meet. Swimmers who cannot afford to pay will be examined on a case by case basis to determine if the club can assist. Funds raised by the senior group will be distributed Ninety percent (90%) of the proceeds raised credited against their costs for the travel meet. The remaining 10% of the proceeds raised go to the Senior Scholarship fund and are generally used to provide scholarships for students who could not otherwise go on travel meet. It is understood by swimmers that proceeds may not be withdrawn or otherwise controlled by the swimmers. If the swimmers don't go on the travel meet, the proceeds go back into the general fundraising fund.

Travel meets are defined as Nationals, Jr. Nationals, Futures, preapproved Senior Travel Meets.

DONOR ACKNOWLEDGEMENTS

Within 7 days of donation receipt, every donor to TMEC Triton Swim Club shall receive a formal acknowledgement/ thank you letter and donation receipt. Donations of \$100 or more will also receive a personal phone call from a board member or the executive director.

Every new donor will be included in informational mailings and receive invitations to special events.

DONOR PRIVACY POLICY

Any information supplied to TMEC Triton Swim Club by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information. All requests to remain anonymous shall be honored. TMEC Triton Swim Club does not sell or share donor lists. Donors who supply TMEC Triton Swim Club with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events. All donors have the option of being placed on a "once-a-year" mailing list which grants TMEC Triton Swim Club permission to contact them only once per year. Donors may request to be permanently removed from the mailing list by contacting us via email, phone or postal mail. All requests to be removed from the TMEC Triton Swim Club's mailing list shall be honored.

Donors who supply TMEC Triton Swim Club with their telephone number may request that they not be contacted for telephone fundraising purposes.

GENERAL GIFT/DONATION ACCEPTANCE POLICIES

Gifts to TMEC Triton Swim Club may take a variety of forms. Many are outright gifts by living donors. Some are bequests or testamentary gifts that take effect upon the donor's death. Others are different forms of deferred or split-interest gifts.

TMEC TRITON SWIM CLUB MAY ACCEPT THE FOLLOWING TYPES OF CONTRIBUTIONS:

CASH. The organization may accept outright cash gifts in any amount. Cash gifts or donations will result in a receipt given to the contributor. Gifts made to establish a restricted use fund must meet the minimum funding requirements set by the Board (currently \$5,000). A donor may establish a fund in a single transaction, or agree to build to \$5,000 over a period of time mutually acceptable to the donor and TMEC Triton Swim Club.

PUBLICLY-TRADED SECURITIES. TMEC Triton Swim Club may accept gifts of publicly-traded stocks and bonds at fair market values as determined under Internal Revenue Service rules. Gifts of publicly-traded securities will generally be sold as soon as possible, and the fund the donor established will be credited with the proceeds from the sale, after commissions and expenses, if any then deposited into the General Fund Raising Fund.

TANGIBLE PERSONAL PROPERTY. Tangible personal property may be accepted as a gift, provided that (i) such property is saleable and (ii) the donor agrees that the property can be sold at TMEC Triton Swim Club discretion. The donor is responsible for obtaining a qualified appraisal prior to completing the gift.

LIFE INSURANCE POLICIES. The Foundation may accept gifts of life insurance policies, provided that TMEC Triton Swim Club and the donor reach a prior written agreement about arrangements for the payment of any required premiums.

REAL PROPERTY. All proposed gifts of real estate must be evaluated and satisfy due diligence requirements of TMEC Triton Swim Club.

CLOSELY-HELD STOCK AND PARTNERSHIP INTERESTS. All proposed gifts of closely-held stock and partnership interests must be evaluated and satisfy due diligence requirements of TMEC Triton Swim Club.

TMEC Triton Swim Club reserves the right to refuse any proposed gift or donation. Gifts or donations to TMEC Triton Swim Club may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the organization from freely and effectively employing the transferred assets or the income derived there from, in furtherance of its exempt purposes.

TMEC TRITON SWIM CLUB SPONSORED SPECIAL EVENTS POLICY

Fundraising events sponsored by TMEC Triton Swim Club must net at least 50% of gross income. A detailed budget must be prepared in advance and approved by the Board of Directors. Proceeds of TMEC Triton Swim Club sponsored events must support TMEC Triton Swim Club identified needs and be approved by the Board of Directors.

TMEC Triton Swim Club will provide clear communication to event guests regarding IRS regulations that limit the charitable deduction amount to only a portion of the ticket price.

All TMEC Triton Swim Club sponsored events must be evaluated for determination of continued offering.