



FINANCIAL TRANSPARENCY

Fundraising and Sponsorship Policy

ADOPTED BY THE BOARD OF DIRECTORS

November 19, 2024

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at
foosballclubsusa.com/policies. Questions are welcome at
admin@foosballclubsusa.com.

Foosball Clubs USA Inc.

Fundraising and Sponsorship Policy

1. Purpose

The purpose of this policy is to establish guidelines for all fundraising and sponsorship activities at Foosball Clubs USA Inc. This policy ensures that all activities are conducted ethically, transparently, and in alignment with the organization's mission and values.

2. Scope

This policy applies to all employees, volunteers, board members, and any other individuals involved in fundraising and sponsorship activities for Foosball Clubs USA Inc.

3. Policy Statement

Foosball Clubs USA Inc. is committed to conducting all fundraising and sponsorship activities with integrity and transparency. The organization seeks to build and maintain trust with its donors, sponsors, and the wider community by ensuring that all funds are used effectively and for their intended purposes.

4. Fundraising Principles

- **Transparency:** Ensure that all fundraising activities are transparent and that donors and sponsors are fully informed about how their contributions will be used.
- **Ethical Practices:** Conduct all fundraising activities ethically, without coercion or undue pressure.
- **Accountability:** Maintain accurate records of all fundraising activities and ensure that funds are used responsibly and in accordance with donor and sponsor intentions.
- **Respect for Donors:** Treat all donors and sponsors with respect and appreciation. Protect their privacy and honor their preferences regarding recognition and communication.

5. Fundraising Activities

- **Types of Fundraising:** Fundraising activities may include, but are not limited to, direct mail campaigns, online fundraising, events, grants, corporate partnerships, and individual donations.

- **Approval Process:** All fundraising activities must be approved by the Executive Director or designated fundraising committee. A detailed plan and budget must be submitted for approval.
- **Compliance:** Ensure that all fundraising activities comply with relevant laws, regulations, and best practices.

6. Sponsorship Activities

- **Types of Sponsorship:** Sponsorship opportunities may include event sponsorships, program sponsorships, and corporate partnerships.
- **Sponsorship Agreements:** All sponsorships must be formalized through written agreements that outline the terms, conditions, and benefits of the sponsorship. These agreements must be reviewed and approved by the Executive Director or designated sponsorship committee.
- **Recognition and Benefits:** Provide appropriate recognition and benefits to sponsors as outlined in the sponsorship agreements. Ensure that sponsor recognition is consistent with the organization's mission and values.

7. Donor and Sponsor Relations

- **Acknowledgment:** Acknowledge all donations and sponsorships promptly and appropriately. Provide receipts and recognition as agreed upon with the donor or sponsor.
- **Communication:** Maintain open and transparent communication with donors and sponsors. Provide regular updates on the impact of their contributions and the organization's activities.
- **Confidentiality:** Protect the privacy and confidentiality of donors and sponsors. Do not share or sell donor or sponsor information without their consent.

8. Use of Funds

- **Restricted and Unrestricted Funds:** Clearly distinguish between restricted and unrestricted funds. Use restricted funds only for the purposes specified by the donor or sponsor.
- **Financial Reporting:** Maintain accurate and complete financial records of all fundraising and sponsorship activities. Provide regular financial reports to the board of directors and donors as required.

- **Allocation of Funds:** Ensure that funds are allocated and used efficiently to support the organization's mission and goals.

9. Ethical Standards

- **Conflict of Interest:** Avoid any conflicts of interest in fundraising and sponsorship activities. Disclose and manage any potential conflicts in accordance with the organization's Conflict of Interest Policy.
- **Honesty and Integrity:** Ensure that all fundraising and sponsorship communications are truthful and accurate. Do not make false or misleading statements about the organization's needs or the impact of contributions.
- **Respect for Donor Intentions:** Honor the intentions of donors and sponsors regarding the use of their contributions. Do not divert funds from their intended purposes without the donor's consent.

10. Monitoring and Evaluation

- **Performance Evaluation:** Regularly evaluate the effectiveness of fundraising and sponsorship activities. Use performance metrics and donor feedback to improve future activities.
- **Audits and Reviews:** Conduct periodic audits and reviews of fundraising and sponsorship activities to ensure compliance with this policy and identify areas for improvement.

11. Training and Capacity Building

- **Staff and Volunteer Training:** Provide regular training for staff and volunteers involved in fundraising and sponsorship activities. Ensure that they understand and adhere to this policy and best practices.
- **Capacity Building:** Invest in building the fundraising and sponsorship capacity of the organization, including resources, technology, and professional development.

12. Review and Revision

This Fundraising and Sponsorship Policy will be reviewed annually to ensure its effectiveness and relevance. Updates and revisions will be made as necessary to reflect changes in laws, organizational policies, or best practices.

13. Conclusion

Foosball Clubs USA Inc. is committed to ethical and transparent fundraising and sponsorship practices. By adhering to this policy, the organization ensures that all contributions are used effectively to support its mission and build trust with donors and sponsors.