

## San Marcos Pop Warner

### Guidelines for Team-related Travel Fundraising

Passed by SMPW Board, 10/11/04

#### Team-based Travel Fundraising Proposal:

1. Individual teams will be allowed to raise funds *only* for the purpose of travel.
  - a. A team is defined as an individual rostered football team or cheer squad, independent of one another.
  - b. A team is recognized to consist of the players or cheerleaders on the active roster of a team at the time of travel. Children that are no longer on the active roster at the time of travel relinquish eligibility for travel funds.
2. All team-based fundraising activities that use the Pop Warner, San Marcos Pop Warner, or any other Pop Warner-affiliated team name (e.g., “Send the Dragons players to Regionals”) must be presented to and approved by the SMPW Board of Directors.
3. Funds collected by a team for travel purposes must be deposited with the Association Treasurer. The Treasurer will deposit these funds into the general league checking account. The Treasurer will create an accounting procedure for tracking funds collected by and deposited for individual teams.
4. Funds collected by a team as part of a team-based travel fundraiser can only be used to defray the costs of travel affiliated with a San Marcos Pop Warner activity. Team-based travel funds are not to be used for equipment, parties, etc.
5. Once a team has received an invitation to travel and has accepted the invitation, team-based funds raised during the current season will be released and distributed by the Treasurer to the team.
  - a. Each active, rostered member of the team is eligible to receive travel funds. (Including: players and/or cheerleaders, rostered adults)
  - b. The Association Treasurer will disburse the funds to individual team members, or their parent or guardian. Head Coaches and/or Team Parents will assist the Treasurer in collecting contact information for this task.
  - c. Each team member receiving funds will receive an equal amount.
6. The Association will create an Association Travel Fund. Travel funds collected by a team but not used by that team are carried over to the next year, and added to the Association Travel Fund.

- a. Travel funds collected by a team but not used by that team cannot be transferred to another team.
  - b. Travel funds collected in one year do not carry over to the same team, or to individual team members, in subsequent years.
7. At the end of the season, funds allocated to the Association Travel Fund will be deposited by the Treasurer in an interest-bearing account. Funds from the Association Travel Fund will be made liquid the following season in enough time to be disbursed for travel needs.
8. Additional travel fundraising activities can be held at the Association level to augment the Association Travel Fund.
9. Fifty percent of the proceeds in the Association Travel Fund will be available for disbursement in any one year.
  - a. In each individual year, the SMPW Board will meet and decide whether any travel funds will be disbursed for the following types of travel:
    - i. Travel to Regional Competitions
    - ii. Travel to National Competitions
    - iii. Travel to Conference-arranged bowl games
  - b. The SMPW Board may decide to disburse Travel Funds to teams participating in one level of competition, but not other levels. (For example, teams traveling to Regional Competitions may receive all of the 50% available, with no money available for teams traveling to National Competitions or Conference-arranged bowl games.)
  - c. If funds are to be disbursed for one of the types of travel listed in 6a., the SMPW Board will determine what percentage of the available Travel Fund (i.e., the fifty percent available in a given year) will be made available for each type of travel.
  - d. An equal amount of funds will be disbursed to each **team** that participates in a particular type of travel. (For example, if 10% of the available travel fund is made available for travel to Regional Competitions, all teams traveling to Regional Competitions will receive an equal share of the 100%.)
  - e. An equal amount of funds will be disbursed to each member of an individual team. Team members of different teams may receive different amounts of funds, because of differing sizes of the team rosters (i.e., members of larger teams will receive less funds).