

# SMPA Pickleball Fundraiser Guidelines

**Seattle Metro Pickleball Association (SMPA)** entered a new phase of local pickleball activity in 2020 by actively engaging with local pickleball players to raise funds for equipment for local, publicly owned pickleball facilities in the Seattle metro area. To encourage this activity and further develop pickleball play opportunities, the Board of **SMPA** provides the following guidelines to individuals, clubs, and pickleball play groups in the Seattle metro area.

Our goal as an organization is to serve the **SMPA** Mission by promoting the sport of pickleball while providing a benefit to members. **SMPA** can provide this benefit through the following:

- Enable local pickleball groups or clubs to donate funds to **SMPA** for pickleball related endeavors,
- Allow those third-party groups or clubs to utilize the **SMPA** 501c3 status to make tax deductible donations and/or qualify for employer matching contributions, and
- Accept additional unrestricted funds donated by pickleball groups, clubs, individuals, and corporate donors to further develop play opportunities.

## Guidelines for Third-Party SMPA Fundraisers

**SMPA** recognizes that local pickleball groups may initiate fundraisers on their own and approach **SMPA** to participate to utilize the nonprofit status of the **Association**. **SMPA** has no specific requirements as to the goals or limits to the nature of the fundraiser, however the **Board** may decline the opportunity to engage if the fundraiser doesn't support the mission of the **Association**.

These are the guidelines to be followed both by the fundraising group and by the **SMPA Board** when **SMPA** participates as a fiscal sponsor, non-profit sponsor, or otherwise agrees to be a named sponsor as part of a pickleball fundraiser.

## For the fundraising group or club

The third-party fundraising group submits in writing a request that outlines the specifics of the fundraising, including what (equipment, nets, windscreens, event support), financial goals (dollar amount the fundraising group anticipates), along with any other parameters.

The fundraising group will

- Designate a point person, as Fund Designee, to coordinate with the **SMPA** Fund Overseers and/or to make decisions on behalf of the fundraising group.
- Provide the Fund Designee name and contact information to the **SMPA** Board as part of any request for **SMPA** participation.
- Fund Overseers and the Fund Designee should coordinate all matters related to this project so that all interested parties are kept apprised of the status of the undertaking.

Immediately upon receipt of such designation, the appointed **SMPA** Fund Overseer should advise the Fund Designee in writing that

- All prospective donors should communicate with the Fund Designee rather than any **SMPA Board** members

- Vendor selection and the timing and the delivery of all products resides solely with **SMPA**,
- Fund Designee has no authority to speak for **SMPA**.

**Note:** Once the received donations are deposited into the SMPA bank account, no changes or alterations of any kind can be made by the donor, other than to authorize donations to be applied to the SMPA general fund, subject to email confirmation by the donor.

### For the SMPA Board

The **SMPA** Board of Directors must pre-approve fund raising undertaking and expressly authorize the activity. In addition, the Board

- Approval must be in writing by Resolution.
- Appoints by Resolution one board member as Fund Overseer and the Treasurer to manage the fundraising engagement process and expressly provide them discretionary authority to make any decisions as may be needed to implement and achieve the goals of the Resolution.
- Resolution is specific as to purpose and the obligations and responsibilities accepted by **SMPA**. The Board Resolution must be clear and concise as to
  - general purpose of the fundraising goals,
  - amount being raised,
  - what will be done by **SMPA** with the funds raised,
  - period over which donations will be accepted,
  - what will occur if donated funds are insufficient for the purpose intended, and
  - what will occur with funds raised in excess of the goal.

To comply with IRS rules for non-profit accounting, **SMPA** will maintain

- A separate fund account in **SMPA** accounting records to account for any funds donated for each discrete purpose, and strictly maintain the integrity of that account.
- An option to allow excess funds to be applied to the general **SMPA** fund only if each donor expressly authorizes that action in writing as part of their donation.
- Accurate accounting so that any materially restricted funds received in excess of the goal can be returned to the donors on a last-in, first-out basis.
- Accounting controls that ensure that donations are deposited into the **SMPA** bank account, and that no changes or alterations of any kind can be made by the donor, other than to allow donors to authorize, by email, their donations can be applied to the **SMPA** general fund.

The **SMPA Treasurer** will be solely responsible for overseeing and disbursing all funds in the fundraising account.

- Treasurer provides a final accounting to the SMPA Board as soon as practicable after all expenses and charges have been received.
- Fund Overseers will closely monitor donations received by Member Planet to avoid receiving excess funds when there is an agreed-upon limit, and
- Fund Overseer will manually enter any company matching donations in the Member Planet Event system.

While **SMPA** may facilitate third-party fundraising efforts, **Seattle Metro Pickleball Association** cannot and does not accept any responsibilities not expressly contained in the **Board Resolution** authorizing a specific undertaking. **SMPA** may make its 501c3 status available for use by a donor, although **SMPA** does not represent or guarantee that any donations made by donors qualify for a charitable tax deduction.β

# Third-Party Fundraising Request to Seattle Metro Pickleball Association

Date of this request \_\_\_\_\_

Name of your group \_\_\_\_\_

Location of your group in the Seattle Metro area \_\_\_\_\_

General description of your group

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Material goals of your fundraiser (nets, pickleball equipment, wind screens, other)

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SMPA will cease accepting donations when a specified date or specific dollar amount is reached.

Financial Goals of your fundraiser (amount you plan to raise) \$ \_\_\_\_\_

End date for fundraiser Month/Year \_\_\_\_\_ (30 days, 60 days, 90 days)

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

**Other information relevant to this request:**

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