

WARRIOR BASEBALL ASSOCIATION, INC.
PROCEDURES FOR FUND RAISING ACTIVITIES

- A) All fund raising activities, including activities related to All-Star teams, must be approved by the Board of Directors prior to the receipt of funds or the payment thereof for the related fund raising activities.
- B) Request for fund raising activities must be submitted to the Board of Directors in writing using the approved request form available from the Board. The request form must explain in detail the purpose of the funds, how it relates to the benefit of the children, how it relates to the purpose of Warrior Baseball and what the funds will be used for. It must be signed and dated by the requesting party.
- C) When soliciting funds from potential donors, the donors must be informed that Warrior Baseball is non-profit tax exempt organization under the Internal Revenue Code Section 501 (c) (3). Any gifts made to the organization are fully deductible for Federal and State Income tax purposes.
- D) Donors must be given a written receipt using the approved form as attached. A copy of the receipt must be retained and given to the accountant of Warrior Baseball for record retention.
- E) All funds donated to Warrior Baseball must be deposited into the bank accounts of Warrior Baseball. Any funds collected and retained by the recipient and not deposited into the accounts of Warrior Baseball will be considered unauthorized. **Warrior Baseball will not take responsibility for any tax implications of this activity and the gift will not be considered a tax deductible gift by the donor.**
- F) Once the funds are deposited into Warrior Baseball account, the teams collecting the funds may request the funds in the form of check. The individual or team will be responsible for all record keeping related to the use of the funds. The teams should designate one contact person that will be picking up checks on behalf of their team. The accounting office does not need several different people from the same team dropping in and asking for checks. **THE FUNDS MUST BE USED FOR THE BENEFIT OF THE PLAYERS.**

- G) A detailed record of the use of the funds, using the attached approved form, must be completed in detail with receipts, tickets, etc., attached to the form. The form must be signed and dated and returned to the accounting office of Warrior Baseball for verification of the use of the funds. **Funds not used for the requested purpose will be considered taxable income to the recipient and will be issued a Federal Form 1099.**

WARRIOR BASEBALL ASSOCIATION, INC.
REQUEST FOR FUND RAISING ACTIVITIES

Requesting Party or Team: _____

Telephone Numbers: _____

Date: _____

Purpose of Activity: All Star Teams _____, World Series Team: _____

Other Purpose: _____

Period Funds will Solicited and Used: Approximate

Dates: _____

to _____.

Use of Fund: Uniforms: _____, Equipment: _____, Travel for Team
Only: _____, Hotels and Lodging for Team Only: _____, Food and Snacks for
Team Only: _____, Other Use: _____.

Type of Activity and Destination: Area Tournament: _____, State

Tournament: _____, World Series Tournament: _____,

Other: _____.

City or Location of

Tournament: _____

Requested By: _____

Print

Signature

Date: _____

Approved By The Board of Directors: _____ Date: _____

Rejection Reason: _____

If Applicable

By: _____ Title: _____

WARRIOR BASEBALL ASSOCIATION, INC.
FUND RAISING ACTIVITY EXPENDITURE REPORT

Team or Individual: _____

Purpose of Funds or Activity Attended: _____

Team Members: _____

Funds Received: \$ _____

| | | |
|---------------|----------|--------------------|
| Expenditures: | \$ _____ | Food |
| | \$ _____ | Travel |
| | \$ _____ | Hotels and Lodging |
| | \$ _____ | Uniforms |
| | \$ _____ | Equipment |
| | \$ _____ | Other |

Total \$ _____ (Attach receipts for above)

Funds Remaining \$ _____

I, _____, the Coach, Parent, Sponsor, do certify the above funds were disbursed for the benefit of the team members only and no other individual or team received any benefit of these funds.

By: _____ Date: _____

WARRIOR BASEBALL ASSOCIATION, INC.

P.O. Box 291

Northport, Alabama 35476-0291

Date:

To:

Dear;

On behalf of Warrior Baseball Association, Inc., I would like to thank you for your generous contribution of \$. Your support to our organization helps ensure the continued success of the program and the young men and women who participate.

Your contribution is tax deductible as Warrior Baseball is a tax-exempt organization under the Internal Revenue Service Code Section 501(c) 3. Our Federal Identification number is 63-0753053.

Your gift was made without receiving any tangible gifts or services in exchange.

Sincerely,
Warrior Baseball Association, Inc.

Richard D. LeCroy

Richard D. LeCroy
Accountant