

Central Maine Twirling Boosters

FUNDRAISING GUIDELINES

Dear Central Maine Twirling Corps Families,

We would like to welcome all new and returning twirlers and their families. As the booster organization for the Central Maine Twirling Corps, it is our goal to provide you with the opportunity to participate in fundraising activities to help support your child's twirling.

The Central Maine Twirling Boosters is a non-profit organization established to support all level of involvement in the program including the Capital City Twirlers of Augusta, River City Twirlers of Bangor and the Main-E-ette and Main-E-Act travel teams. **The Boosters is run and managed independently of the program by the volunteerism and support of parents.** All Central Maine Twirling Corps families have the opportunity to be involved with fundraising and the Booster organization. *If you are interested in participating in or helping with the Booster Committee, please let Andrea know.* Thank you!

Attached to this letter is a copy of the guidelines for participation in fundraising. For the Boosters to continue and work in a way that best supports your child, it is important that these guidelines be respected and followed as written. If your family is choosing to participate in fundraising, please take the time to read these guidelines very carefully.

As we all know, this is a very challenging time for all of us. That includes the public, our donors, and our families, who all help to support our children in their chosen sport of twirling. We do understand how important fundraising is to many of our twirling families, and we are doing our best to continue this opportunity in a way that acknowledges these challenges and offers a mutual support and respect for our communities. The approach we have taken in the past is to have one fundraising opportunity that includes all Central Maine Twirling Corps twirlers. If an opportunity is available, details and information for any fundraising opportunities will be distributed during the first few months of classes. As noted in the guidelines, if a larger twirling opportunity should arise for those twirlers participating in the Main-E-Acts travel team, an additional fundraiser may be organized to help with those travel expenses for the team. As much as we would all like to be able to fully fund our twirlers' participation in twirling through fundraising, fundraising needs to be kept in the context for which it was intended: To help fund our twirlers participation in a performance or other event in which they are given the opportunity to represent the state of Maine and the sport of twirling.

We wish you a great twirling season and look forward to the opportunity to work with you all!

Sincerely,
The Central Maine Twirling Boosters Officers

Central Maine Twirling Boosters

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Central Maine Twirling Boosters is a not-for-profit organization formed to promote the sport of baton twirling and to raise funds for the athletes of the Central Maine Twirling Corps (including the Capital City Twirlers, River City Twirlers, Main-E-ettes and Main-E-Acts).

Parents or Guardians of participating Central Maine Twirling Corps twirlers are considered members of the Central Maine Twirling Boosters. Each twirler will have a fund set up in his/her name, administered by the Central Maine Twirling Boosters.

Fundraising is defined as any action/activity undertaken/organized for the purposes of generating supplemental funds to support a twirler's participation in any approved aspect of the Central Maine Twirling Corps program.

General Guidelines for Fundraising

- Fundraising endeavors are offered by the Boosters for the benefit of all Central Maine Twirling Corps twirlers and must be approved by Andrea Fletcher or her designee prior to implementation or promotion of an activity.
- All fundraising is voluntary with the exception of events required by Andrea Fletcher (i.e. those events designed to promote the program and enhance its exposure in the community).
- One annual program-wide fundraiser may be organized by the Central Maine Twirling Boosters Committee in the fall or winter of each twirling season. Each Central Maine Twirling Corps twirler will have equal opportunity to participate in the fundraising event. Additional fundraisers may be approved by Andrea Fletcher under special circumstances such as a national team performance invitation or competition, and will be considered on a case by case basis.
- Dependent on the type of fundraiser organized for the program, funds raised will be considered *individual funds* or *group funds*. This designation will be made jointly by the Central Maine Twirling Boosters Committee and Andrea Fletcher and will be disclosed prior to the start of any fundraising activity.
- *Individual funds* will vary from twirler to twirler based on his/her level of participation in the fundraising event, and will be credited to an individual twirler's account in the amount raised by the twirler. *Group funds* will be split equally among all participants. Both *individual* and *group funds* will only be deposited in the accounts of those twirlers who choose to participate in the fundraiser.
- Without exception, 10% of both *individual funds* and *group funds* will be deposited into the general fund to be used for program wide expenses including, but not limited to, care and cleaning of program-owned performance costumes, parade supplies and expenses, and guest coach travel expenses. Andrea Fletcher, along with the Central Maine Twirling Boosters Committee, will determine all other expenditure of general fund monies.
- Any business wishing to make a tax-deductible donation may do so to the general fund to be used by the program/team as a whole. Business donations made to an individual twirler will not be tax-deductible.
- Funds raised will be used only for events approved by Andrea Fletcher and expenses approved by the Central Maine Twirling Boosters Committee. Funds may not be used for class fees as a portion of the fee goes to the organization(s) sponsoring the twirling program (i.e. Augusta Parks and Recreation and Bangor Parks and Recreation), nor may funds be used for the purchase of twirling costumes and accessories outside of those required for a team's performance.
- Fundraising monies will not be used to reimburse for non-existent expenses such as airline tickets purchased with frequent flyer miles, accommodations paid by a third party, expenses prepaid by an

outside entity, additional optional entertainment expenses selected by a twirler or his/her family outside the team's travel itinerary, or gifts.

- Fundraising monies will not be spent on souvenirs, t-shirts, photo packages, tickets or park passes, DVDs, tights, solo costumes or any other aspect of a twirling-related trip or event that falls outside of those expenses dictated by participation in the twirling event. *(Revised 8/2016)*
- Fundraising funds may only be used for the twirler's portion of expenses. Expenses incurred for a twirling related event or trip by any other party are not reimbursable from individual booster accounts. Reimbursement for a twirler's portion of expenses will be made upon provision of receipts documenting such expenses. *(Revised 8/2016)*
- Twirlers can only spend what money is available in his/her account. Funds cannot be assumed (i.e. If a fundraiser has just ended, that money will not be available until deposited into the non-profit Central Maine Twirling Boosters account. Turnaround time will differ depending on the type of fundraising event).
- All funds raised through program fundraising activities, regardless of the designation of *individual* or *group* funds, will be deposited into a twirler's fundraising account by the Central Maine Twirling Boosters Treasurer. Under no circumstances should fundraising funds be deposited into a twirler's or parent's personal savings or checking account, or kept for individual allocation and use.
- If a twirler decides not to continue twirling and there are funds in his/her account, the funds will remain with the group and will be transferred to the general fund within the first month of each season (An exception will be made for a twirler who may be ill or have an injury that keeps the twirler from the class for an extended period of time. If this situation occurs, the Central Maine Twirling Boosters Committee and Director, Andrea Fletcher, must be notified immediately. If no contact is made between the twirler and Central Maine Twirling Boosters and/or Andrea Fletcher, the money will be transferred to the general fund within one month).

General Guidelines for Coach(es) Expenses

- An account will be established by the Central Maine Twirling Boosters to cover expenses incurred by coach(es) while attending twirling events and trips unless otherwise covered by a third party travel or tour agency.
- Events covered by this fund will be determined by the Central Maine Twirling Boosters Committee.
- Coach(es) will be responsible for providing detailed expense information and receipts to the Central Maine Twirling Boosters Committee within 90 days of an event.
- The coach(es) expense account will be funded by Central Maine Twirling Corps twirlers attending and participating in events that require travel by coach(es). Monies raised through fundraising may not be used in contribution to this account on behalf of any Central Maine Twirling Corps twirler.
- Coach(es) will exercise the same caution and responsibility in use of funds provided by the Central Maine Twirling Boosters as detailed above.

Your participation in fundraising indicates your agreement to abide by these guidelines. Failure to comply with these simple guidelines could result in, but is not limited to, the suspension or expulsion of a twirler from the Central Maine Twirling Corps program.

The mishandling or misappropriation of funds by a parent, twirler or Central Maine Twirling Booster Committee member may result in legal action deemed necessary by the Central Maine Twirling Boosters to recover lost funds due to the organization.

Remember, fundraising is a privilege. If for any reason these guidelines cannot be followed or fundraising becomes problematic, controversial or burdensome on the Central Maine Twirling Boosters, Andrea Fletcher, or any community, all monies will be publicly donated to a local charity and all fundraising will immediately cease.