



REAL CO FUNDRAISING OPPORTUNITIES

We at REAL are very aware that competitive soccer is an expensive endeavor so we have compiled some fundraising opportunities in an effort to help our players' families offset their soccer expenses.

We can in no way guarantee the success of any fundraising effort. It is up to the individual to put as much effort as they desire into fundraising. Fundraising is totally optional. Many of these ideas can work for individuals and others require more of a group effort. Entire team efforts are rarely required.

These suggestions are by no means inclusive of all fundraising opportunities in our area. If anyone has other ideas to share, please do so. We always appreciate feedback so please share any of these fundraising efforts, whether positive or negative.

Note: Real CO must approve any fundraising project, other than those included herein, undertaken by any team prior to the team's commitment to do it. For approval of any fundraiser, please email Jared Spires at jareds@realcolorado.net and Cindy Thomas at cindy@realcolorado.net. Information required includes: nature of fundraiser, name and contact info of fundraising company, as appropriate, with references, explanation of how team receives funds.

Real logos may not be used for any fundraiser activities, without specific permission from Jared Spires, jareds@realcolorado.net.

USE of fundraising funds to pay real expenses

In order to be reimbursed from your team, using your fundraising dollars only, an original receipt must be submitted to the team treasurer and it must fall under the following criteria:

- REAL COLORADO soccer related expense. The expense was incurred while participating in a club/team affiliated event. This only includes the following:
 1. Team/Tournament travel
 2. Tournament Entry Fees
 3. Soccer equipment (cleated or indoor turf soccer shoes, REAL COLORADO uniforms, team practice gear (not individual purchases of socks or non-uniform shorts, etc.), shin guards, REAL COLORADO warm-ups, soccer balls





4. End of season team coaches gift (not team parties, only team purchased gift, not individual purchased gift)
 5. REAL COLORADO club fees (which includes CSA fees and coaching fees)
 6. Indoor REAL COLORADO team entry fees (not individual training sessions or other club indoor training or entry fees)
 7. Rented Facilities (gymnasium, bubble, etc) for team training sessions that the entire team is paying for and using
 8. Team Training Camps/Clinics for which the team is paying and participating in (no individual camps/clinics)
 9. Team Donation to Casino Real.
- Olympic Development Program Expenses. In order for these fees to be paid, Real must make a donation to CSA directly. A request must be made in writing to the Real BOD and the money will be mailed directly to CSA. The team treasurer must make a payment to Real to reimburse the club the amount that is taken from the individual player's fundraising account.

A player who is leaving the club may transfer their fundraising account balance for the benefit of a sibling who is a member of the club. The team treasurer must make a payment directly to the other REAL team fundraising account or to Real Colorado for a Recreational player's fees. A player who is leaving the club and transferring to another non-profit soccer club can take their fundraising account balance with them. The Player Transfer Request form must be completed and submitted along with a check written for the balance in that player's account to Real Colorado. REAL will then write a check to the other non-profit soccer club, after all fees to Real and the current team have been confirmed as paid. The check submitted by the treasurer to Real reimburses the club for the player's account balance, closes that player's account. No money will be given to another club for any other reason. Any unused fundraising funds will remain in the team account for one year. After one year, these funds will be absorbed by the team to be used in accordance with this policy with exception of Bingo.

Bingo funds not being transferred to another team on behalf of the player or sibling must be returned to Real Colorado to be placed in the scholarship fund.

These are the only ways that fundraising dollars can be used. There are no exceptions to this policy.

Expense reimbursement procedures





No negative balances can be carried on a player's account. If expenses are incurred before the fundraising money is available, the individual must pay the fees themselves and submit the original receipts for reimbursement no later than the second Tuesday of the month following the end of the quarter in which the expense occurred (i.e. Second Tuesday of April, July, October and January). Reimbursements will be granted to the extent that fundraising funds are in the player's account as of this date.

A member will have four months from the date the expense is incurred to turn in the request for reimbursement and may only be reimbursed to the extent that there are funds available in the player's account at the time the reimbursement is requested. Only one reimbursement payout will be permitted for each receipt.

These are the only items for which fundraising dollars can be used. There are no exceptions to this policy.





1. King Soopers Gift Cards (see attached for additional info)

REAL offers the sale of **King Soopers** gift cards as a way for individual families to cover some of their soccer expenses through their grocery budget. A family purchases the cards in the offered increments through their team. The team then pays for the desired amount of cards from REAL at a reduced rate, leaving the difference in the player's account. For example, a family pays \$100 to the team for \$100 in King Soopers gift cards. The team deposits the \$100 into its account and purchases \$100 in KS gift cards from REAL for \$95. The extra \$5 stays in the player's account. The \$5 represents the 5% return offered by King Soopers. KS gift cards come in \$25 and \$100 increments.

Team orders must be placed by the team fundraising coordinator through ShopWithScrip.com* by 10:00 AM every SECOND WEDNESDAY of the month and ready for pick up the FOLLOWING WEEK ON THURSDAY AND FRIDAY after 10:00am. Orders must be picked up on the following Thursday or Friday; if they are not picked up by Friday at 4 PM, the order will be voided. The team representative must provide a team check in the appropriate amount at the time of pick up.

RELOADABLE CARDS ARE NOT OFFERED THROUGH THIS PROGRAM BUT ARE AVAILABLE FOR PURCHASE ON A TEAM LEVEL (SEE ATTACHED INSTRUCTION)

This is the simplest and most reliable way to fundraise. No taxes are paid on these funds. This program is offered year-round except for office closures and holidays. Cynthia Lee will coordinate the program for REAL. Contact her at Cynthial@realcolorado.net.

2. Bingo

REAL runs 3 sessions at Barry's Bingo located at 1860 S. Federal (Federal and Evans). Meredith Edwards manages the scheduling and accounting of Bingo fundraisers for REAL. The program's primary goal is to allow every REAL member the ability to work Bingo. Due to the limited number of available shifts and the need to streamline the shifts in order to make each as worthwhile as possible for the workers, new workers may not get in as quickly and as frequently as they may like, but they will be worked in as soon as possible.

Approx. Bingo Hours:

Sunday evening	6:00 pm - 9:00 pm
Sunday late night	9:00 pm – 12:00 am
Thursday late night	9:00 pm – 12:00 am

To sign up for Bingo or for more information, please contact Meredith Edwards – RealCoBingo@gmail.com





3. Great Lakes Scrips Program**

This certificate program operates in a manner similar to our existing Grocery Certificate Program. Families order certificates from over 300 vendors including Toys-R-U's, Wendy's, Williams Sonoma, Gap, Office Max, Home Depot, Pier One, Outback Steakhouse, Pottery Barn, Sam Goody, Sweet Tomatoes, Dillards, KFC, etc. – all the places we eat and shop. Each vendor allows participants to keep a different percentage of costs.

Team orders must be placed by the team fundraising coordinator through ShopWithScrip.com*. The orders are due by 10:00 AM on the second Wednesday of the month and available for pick-up the following week on Thursday and Friday after 10:00am. Families must issue a check to the team for the full amount of the order. The manager will consolidate all team orders and write a check to the club for the reduced cost of the certificates. The check is due when the order is picked up. The difference stays in the player's account within the team account.

The team's Fundraising Coordinator will need to set up a Scrip account through Sheryl Stirling to begin ordering. You may preview the entire list of participating vendors, go to www.shopwithscrip.com, select Shop on toolbar. This program is offered year-round except for office closures and holidays. Cynthia Lee will coordinate this program for REAL. Contact her at Cynthial@realcolorado.net.

There are 3 ways to order GL Scrips:

1. Physical plastic cards, indicated by a blue card symbol.
2. ScripNow! Indicated by a red exclamation point. These are certificates that will be delivered to the email listed on the account and must be printed out and delivered to the buyer.

Starting September 1, 2014 Real will retain 1% of the gross total of your scrip order to cover the cost of administering the program and shipping fees. For example, if your order is \$400.00 with a 5% rebate you will pay as follows: \$400.00 minus the \$20.00 (5%) plus \$4.00 (1%) so your check to Real would be \$384.00. You will still collect the full amount from your parent for their order but when the funds are distributed to their team account you will deduct 1% of the individual player's gross total order and apply it to their team account. The 1% will NOT be collect on the ScripNow!

NON-REAL Managed Fundraiser Suggestions: NOTE: the following fundraisers are approved by Real CO for teams to utilize, however, they do not run through the Real office. They are monitored and enforced by Real via Team Quarterly Reports but are not in any way managed by Real so team managers, treasurers and/or





fundraising coordinators will work directly with these companies to run fundraiser and to ensure that all funds raised go directly to their specific Real Team account. Any expenses for these fundraisers are paid out of the team account. The Real office has no responsibility for managing these fundraisers so any issues will be handled by the specific team.

4. Butterbraid Sales

Very popular breakfast pastries sold by teams for a return of \$5 per pastry. Easy sales, especially around any holiday. Contact info: **Keith Wagner** | Integrity Fundraising / Butter Braid Pastries
3211 Commerce Ct., Castle Rock, CO, 80109 303-688-1780 | 888-824-6852
www.integrityfundraising.com sales@integrityfundraising.com

Sales Tax Collection

It is necessary that sales tax be paid on all taxable items sold by a representative of REAL for the purpose of fundraising. This includes merchandise and food sales. The proper method is that every item sold will be taxed at the rate of 6.7%, the sales tax applicable for the Real office in Centennial. Sales tax must be recorded by the seller on an Itemized Sales Sheet, copy attached. Sales tax must be submitted to REAL via team check attached to the Itemized Sales Sheet on the first business day following the close of the quarter during which the sales were made. The Itemized Sales Sheets must be filled out completely, clearly and accurately. REAL will make payment of sales tax to the state of Colorado.





REAL ITEMIZED SALES SHEET

Team Name: _____ Representative: _____

Phone No. _____

Dates of Sales: _____ Quarter/Year: _____

REAL Rep: _____

Name and Description of Item Sold	Cost of Item(s)	TAX 6.4%	Total Collected
TOTALS			





**REAL and Great Lakes Scrip
Welcomes You To
Shopwithscrip.com***

WHAT IS ShopWithScrip?

Welcome to ShopWithScrip.com, a user-friendly web-based tool to help you place your team's scrip order. ShopWithScrip.com is a faster, easier, more accurate way to pass order information to REAL using the internet. Think of it as a secure electronic order form – fill in the blanks, verify and submit.

WHO CAN USE ShopWithScrip?

Your team scrip coordinator will gather up individual family orders, collect the payment and submit and distribute the orders. To place your order you must receive your assigned "username" and "password" from Real's scrip manager, Cynthia Lee. ShopWithScrip gives the team full reporting including sales and earnings history in reports that can be exported to a text file or spreadsheet.

**ORDER YOUR
MONTHLY KING SOOPERS FACE VALUE GROCERY CARD ORDER
on ShopWithScrip.com**

Getting Started

Contact Cynthia Lee (Real Scrip Manager), Cynthial@realcolorado.net, to set up your team account. Once you obtain your account information, you will be sent an email to set up a password. You will go to www.ShopWithScrip.com and log in through the members login box. Enter the "username" and "password" issued to your team. Your account has been set up using the team fundraising coordinator's email address. **DO NOT edit any information related to your team account.**

PLACING AN ORDER

THE KING SOOPERS ORDER (\$100-\$25 cards) AND SCRIP ORDER (all other vendors) MUST BE SUBMITTED IN TWO SEPARATE TRANSACTIONS/ORDERS.





To begin ordering scrip, choose one of the shopping methods available on your Home Page:

- Search by Brand
- Browse by Category
- Express Add – *recommended method of ordering*
- Order from Favorites

(Reloadables are available; see separate attached instruction)

Select the item you wish to add, enter the quantity desired and press enter or click “add to cart”. Repeat as needed to complete your order.

CHECKING OUT

When you have finished shopping, click the “checkout” button to review your shopping cart. Verify the order then click the “checkout” button to confirm.

PAYMENT OPTIONS

The ONLY payment option offered by Real is the “check” option. After choosing this option you will receive a confirmation - print this page for your records. Your team check is due at the time of scrip pickup.

ORDER DEADLINES

ALL orders are due by 10:00 AM every second Wednesday of the month and King Soopers MUST BE ORDERED SEPARATELY FROM ALL OTHER GIFT CARDS. Orders are available for pickup at the Real office on the following Thursday and Friday of the month 10:00AM to 4:00PM.

