

Section 7

7. Club Finances

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APPENDIX

Club Record of Members Dues
Club Financial Record

FINANCING YOUR CLUB PROGRAMS

Your club will have expenses for such things as crafts, field trips, supplies, recognition items and refreshments. You may ask parents to donate needed items, use money from a club treasury or raise the funds for a specific event.

As you plan ahead for your club program, you will want to consider not only the activities your members wish to participate in, but ways in which members can earn money for them.

The following are ways a club can earn treasury funds:

- Collecting weekly dues
- Club refund from the Candy Sale
- Club refund from the spring fundraiser – Spring Into Action
- Starflight and Adventure - One other fundraiser of choice
- Discovery and Horizon - Two other fundraisers of choice

Collecting weekly dues

It is recommended that club members bring dues each time a club meets. Club dues should be kept affordable. Club dues range from 50 cents to \$1.50 per member per week, depending on the clubs choice of activities for the year. A youth should not be discouraged from joining because they cannot afford dues.

Some clubs reduce their initial expenses by having each member bring some basic "school" supplies such as pencils, paper, markers and glue.

Club Refund - Camp Fire Candy Sale

The Camp Fire Candy Sale is an integral part of the Camp Fire program and your club budget, and all members are encouraged to participate. In order to sell Camp Fire candy, all youth must be registered by January 15th.

Members learn how to set goals through the development of business skills and planning fun activities. In November of each year, through your leaders cluster meeting, information will be distributed about dates and details of the sale, adult support training and the refund benefits to clubs and youth.

Club Refund – Spring Into Action - Spring Fundraiser

The Spring Into Action is scheduled for the 3rd Saturday and is designed as a council fundraiser to assist clubs with funds. This pledge based "move-a-thon" is a family event. Clubs registered by October 31st of the current program year receive a percentage refund of all donations made to their club received by December 1st. Members are eligible to earn awards and prizes, all participants will receive a ribbon.

Additional Fundraisers

In addition to the Council's fundraisers, individual Starflight and Adventure Clubs may have 1 club money-making project a year. Discovery and Horizon clubs may have 2. Money earned by the members belongs to the club treasury and not to individual members.

Application for money-making projects must be filed at the Service Center and approved by the Club Administrator before orders are placed for a product or other commitments are made. Allow 4 weeks for approval. (Participation in the council's fund-raisers is a pre-requisite for conducting additional club money-making projects.)

Approval will be given to applications which do not:

Conflict with the County Health Policy or Government Regulations.

Plan for the sale of any kinds of candy products. The approved Council Camp Fire Candy Sale held each year is the only candy sale that may be held in the name of Camp Fire in Snohomish County.

Anticipate a club profit of more than \$200 with one or more money-making projects. If the anticipated profit or accumulation of money is more than \$200, the application must be approved by the Finance Committee of the Board of Directors. Call your Club Administrator at 425-258-5437 for information.

No money-making project may be held by clubs during the United Way Campaign (mid-August to Mid-November) or at the time that might conflict with the annual Product Sale.

Youth members may not solicit funds nor sell products for any other organizations as official representatives of Camp Fire or in Camp Fire uniform. Camp Fire members should participate in Council fund raisers for Camp Fire purposes when approved by the Council's Board of Directors.

In the event a club disbands, unspent funds revert to the Camp Fire Snohomish County for deposit to the Program Fee Fund.

The Camp Fire Snohomish County tax identification number is available for the use of clubs with savings accounts of \$200 or more for any 90 day period. When used, 2 signatures are required, the Executive Director's signature and one other.

(Approved by Board of Directors 11/27/95)
Updated 7/2014

APPLICATION FOR FUNDRAISERS

If your club plans a fundraiser, you will need to mail a copy of this form to your Club Administrator at the Camp Fire Training and Resource Center four weeks before the date.

Program Level _____ Area

Leaders Name _____ Phone

We request permission to conduct a club money-making project to be held from

_____ to _____

Date _____ Time _____ Date _____ Time _____

Place

Describe the project:

We plan to use the money for:

We expect to earn: _____

We will remember the courtesies of salesmanship, and we represent Camp Fire to the public. We have read the requirements and agree to abide by all of them. We shall carry membership cards as identification of Camp Fire membership.

Submitted by - Leader _____

Approved by - Club Administrator _____

CLUB SPONSORSHIP

Every club is encouraged to have a sponsor. A sponsor is a community organization or business which agrees to support a Camp Fire Club by providing any of the following:

- A place for the club to meet
- Supplies and other materials
- Assistance with purchase of uniforms or program books
- Participation on the club support committee
- A financial contribution

To confirm sponsorship, please do the following:

1. Complete the sponsorship agreement on page 7-6.
2. Return one copy to your club administrator and one to the sponsor.
3. Obtain a thank you notice and display card from the Camp Fire Training and Resource Center.
4. Have your club deliver them to your sponsor. (Don't forget to thank your sponsors during birthday week in March.)
5. Notify your club administrator who your sponsor is by December 1.

HOW TO ASK A BUSINESS OR SERVICE GROUP TO BE A SPONSOR.... WITHOUT BLUSHING

Just follow these five easy steps.....

1. LOOK AROUND YOUR NEIGHBORHOOD.

Make a neighborhood resource list" of service clubs, business, etc. in your area. Include doctors, dentists, churches, retirement homes, gas stations, grocery stores, restaurants, specialty shops, Parent-Teacher groups, etc. Note who your family and club family members work for if they do a gifting program.

2. EVALUATE NEED.

Look at your club activities, supplies, books, uniforms, awards and field trip needs and prepare a list with itemized cost list. Make copies of this list to share with prospective donors. Many times people will donate if there is something specific for the money to go towards.

3. INVOLVE YOUR CLUB.

Have two youth and an adult go to see the first name on your list. Uniforms should be worn. Always get a YES or NO before seeing someone else.

4. TELL ABOUT YOUR CLUB.

During the slow part of the day, visit the manager, owner or club president. Explain Camp Fire and the things your club has done or plan to do. Then ask if he/she will support your club. If necessary, give him/her a few days to think it over. The decision may rest with a board of directors, etc. Remember, a contribution to Camp Fire is tax deductible. Be courteous and always say "Thank You".

5. WHEN THEY SAY YES!

Get a "We Support Camp Fire by Sponsoring a Club" card from your Club Administrator and place it in an approved window of your sponsor's business...near the door if possible. Send a thank you letter to your sponsor. A thank you letter is available to use as an official receipt of the contribution. Tell your Club Administrator the name, address and phone number of your new sponsor. We will include their name in our Annual Report.

6. IF THEY SAY NO.

Perhaps they can help in some other way, such as giving a tour of their business. Always say "Thank You". Tell your Club Administrator this person said NO so no one else will call on him/her. Go to the next name on the list. There is a theory that you have to make 10 calls to get one yes. Go for it! It's worth it!

TAKE CARE OF YOUR SPONSOR!!!! Most important, remember your thank you letter. Your club might do a special project for your sponsor. Keep in touch and let them know what your club is doing. Sharing your club newsletter with your sponsor is a great idea.



SPONSORSHIP AGREEMENT

Thank You for supporting Camp Fire! Our club program continues to grow through your generosity.

Name of sponsoring group _____

Address of sponsoring group _____

Name of Camp Fire Leaders _____

Name and Program Level of Club _____

As a sponsor of this Camp Fire club, I will:

- * Provide In-kind contributions for club projects _____
- * Publicize activities of the club to the community _____
- * Appoint a liaison to work with the club support comm. _____
- * Offer a meeting place for the club _____
- * Provide financial support for uniform and/or books _____
- * Other _____

As a leader of this Camp Fire club, I will keep the sponsor informed about Camp Fire club and Snohomish County activities throughout the year.

Signature - sponsoring organization

Date

Signature - for Camp Fire club

Date

CLUB MONEY MANAGEMENT

Clubs keep their funds in cash form or in checking or savings accounts. It is important that you keep records of how money is earned and spent so that you may help youth and parents understand how their money is used (see Club Financial Record Sheet in Appendix). If you choose to have a formal bank account to help in management of your club funds, please follow the following procedures:

CLUB BANK ACCOUNT OPENING PROCEDURES

1. Contact the Camp Fire office to obtain Camp Fire's Tax ID verification letter.
2. A minimum of two (2) adults (not from the same family) goes to a bank of your choice to open the CLUB ACCOUNT. The account must be titled as Camp Fire Snohomish then your club name, using the Camp Fire tax ID number. You will need to instruct your bank to add your club name on the statement mailing address line, and inform the bank of your (personal) statement mailing address. When you receive a bank statement it will look like this:

Camp Fire Snohomish
(Your Club Name)
(Address)
(City, State, Zip)

3. Provide the Camp Fire Office accounting department with a copy of the bank opening confirmation statement within 30 days.
4. All checks must have two (2) signatures if they are:
 - a. Made payable to cash
 - b. Made payable to a check signer
 - c. Made payable for \$250 or higher
5. Please instruct your bank to order the checks with "multiple signature required".

ACCOUNT SIGNERS WILL BE REQUIRED TO GO TO BANK AND COMPLETE SIGNATURE CARDS.

IF THERE ARE ANY QUESTIONS BY YOUR BANK, THEY CAN CALL:
NAJAT GARCIA (425-265-7750) OR MARY JOHNSON (425-356-2169) AT UNION BANK FOR APPROVAL.

UNION BANK IS CAMP FIRE'S CENTRAL BANK SO IT WOULD BE SIMPLER TO USE A UNION BANK BRANCH

RECORD KEEPING REQUIREMENTS FOR CLUB BANK ACCOUNTS

1. Complete the Club Annual Financial Report as of June 30th each year and submit it to the Accounting Department at the Camp Fire Training and Resource Center along with a copy of the June bank statement.
2. Keep all bank statements received during the year.

3. The Accounting Department must be notified of a change in leadership and new signature cards must be obtained.
4. A copy of the 1099 received from the bank at the end of the calendar year must be submitted to the Camp Fire office (address noted in 3 above) upon receipt (usually mid to late January of each year). The 1099 form is needed by Camp Fire for tax reporting purposes.

ANNUAL CLUB TREASURY AUDIT

It is required that each club submit a copy of the Club Annual Financial Report each year in June to their Club Administrator. (see page 10)

If funds are available at the end of the year, they are usually used for a party or field trip for the youth by whom it was earned. If you are saving for a long range plan or conference, see savings accounts above.

CHANGE OF LEADERSHIP OR DISBANDMENT

If the club disbands or you do not plan to continue as a leader, please fill out and return the Transfer of Records and Funds found on page 11, with the balance of your club treasury and club properties to your Club Administrator.

CLUB ANNUAL FINANCIAL REPORT

ALL LEADER'S MUST COMPLETE THIS FORM AT THE CONCLUSION OF THE PROGRAM YEAR. Bring or mail the form and a copy of the June bank statement to the Camp Fire Training and Resource Center to be kept on file with your Club Administrator.

Leaders _____ Phone _____

_____ Phone _____

Beginning Balance September 1, _____ \$ _____

INCOME

Club Dues	\$ _____
Candy Sale Refund	\$ _____
Spring Into Action Refund	\$ _____
Club Fund Raiser	\$ _____
Seahawks Refund	\$ _____
Sponsor/Donations	\$ _____

(List who, what and total)

_____	_____
_____	_____
_____	_____

TOTAL INCOME \$ _____

EXPENSES

Club Activity expense	\$ _____
Special Trip Expense	\$ _____
Awards	\$ _____
Other (specify):	\$ _____
_____	\$ _____

TOTAL EXPENSES \$ _____

BALANCE ON HAND JUNE 30, _____ \$ _____
=====

Group funds are deposited in _____ Bank checking _____ savings _____

Leaders' Signatures _____ Dated _____

Your Club Administrator's Name: _____

Club Level: LS _____ SF _____ AD _____ DI _____ HO _____ Number of youth _____ Number of Adults _____

If for any reason the club disbands, please fill out and return this and the following page. Monies must be turned in the Camp Fire Training and Resource Center with the closing statement to be held in trust for later transfer to the club's new leader.

TRANSFER OF CLUB RECORDS AND FUNDS

Fill out and duplicate _____ Date: _____

I have resigned as leader of _____ club and am relinquishing to the new leader, and/or have contacted my Club Administrator and turned over the following:

Club Properties List (include program books)

_____	_____
_____	_____
_____	_____
_____	_____

Club records and monies

- _____ Current club registration records
- _____ Current dues and attendance sheets
- _____ Closing finance report (see reverse)
- _____ Other records (list)
- \$ _____ Amount of money in club treasury (Attach bank statements and books)
- \$ _____ Petty Cash

Name of Bank _____ Phone _____
Address _____

Names of persons, other than yourself, authorized to withdraw funds from the account:

Name _____ Phone _____

Name _____ Phone _____

Leader relinquishing club and records - _____
Signature

I accept the above records as correct - _____
Club Administrator

Note: 1 copy for Club Administrator

1 copy for the New Leader or representative