

LAFF – Hype Addiction – Fundraising Policy

Original Version 0 – May 17, 2018

Events at Banc of California, Coliseum and Rose Bowl Stadiums Concession

Approved by LAFF Board on May 16, 2018

Section 1 – Purpose and Mission of Hype Addiction Fundraising:

LAFF's fundraising goals are to create fundraising events in support of the league in tandem with providing opportunities for players to pay for League fees and Traveling team expenses for those players who work the events.

Section 2 – Agreement with Hype Addiction:

- 2.1 LAFF is allowed the following number of positions: (9) LAFC - Banc of California Stadium; (8) USC - Coliseum Stadium; (15) UCLA - Rose Bowl; (20) Rose Bowl Events; (8) NFL - Coliseum.
- 2.2 8% of Net Sales is Divided by total Hype Addiction volunteers present.
- 2.3 Payment to LAFF via check Net 30 days post event.
- 2.4 If confirmed attendee is late to an event – the attendee receives a reduced percentage.
- 2.5 If spots cannot be filled – league loses the booth for that type of event.

Section 3 – Basic Overview of Fundraising:

- 3.1 All events will be filled on a first come first serve basis. Sign-up via the online Word Document.
- 3.2 Each event has a start time posted – typically 4 hrs prior to event for setup and gates open in general 1.5 - 2 hrs prior. Expect to stay up to an hour after event to close out booth. Must be able to commit to entire shift. No late arrivals or early departures.
- 3.3 Dress Code for each event is black pants and black shoes (provided by volunteer). White polos required at Colosseum (provided by volunteer). LAFC & Rose Bowl provide a polo for volunteers.
- 3.4 At event you are required to sign in/out with the LAFF shift captain (usually Ricky Johnson)
- 3.5 The LAFF members earn reimbursement credits towards an approved LAFF expense. See Section 4 - Approved LAFF Expenses.
- 3.6 Serving of alcohol requires TIPs certification. Courses offered throughout year for free.
- 3.7 10% of all incoming funds will go directly to the General League account
- 3.8 Up to 3 days prior – no non-LAFF members can take a LAFF spot. However, within 3-day window to event – friends can be added on first come first served basis to fill spots.
- 3.9 Non-LAFF friend's earnings can be designated to general league fund or any player specified.
- 3.10 Funds earned on an annual cycle. Cycle starts with Fall League Activities; Sin City; Spring League; Pride Bowl; and ends with Gay Bowl. At the end of each annual cycle the remaining reimbursement credits will drop to the general league funds – no carry over to future annual cycles.
- 3.11 Initial roll out is all approved expenses can be reimbursed up to 30-days after the event with a SINGLE reimbursement. Note the event you earned credits at must be paid in full for your reimbursement – see “paid when paid” policy in Section 5 – Fine/Print Details.

3.12 Future considerations are for league committee to coordinate purchasing of some approved items. This will be re-considered after Gay Bowl 2018 on the next annual cycle.

Section 4 – Definition of approved LAFF Expenses

The below list outlines the categories of approved annual cycle expenses. The values are an approximate estimate based on a shared hotel rooms, rental cars and individual prices for registration, uniforms and airfare:

LAFF Fees:		
Single Player - Spring League Registration	85	
Single Player - Holiday Bowl Registration	25	
Single Player - Projected Fall 4 on 4		
Season Registration - Post Gay Bowl	55	
		165
LAFF Apparel:		
Any Official LAFF for sale item: Shirts, Shorts, etc.	20	
Traveling Team Jerseys & Shorts	75	
		95
Sin City Classic - Las Vegas, NV		
Single Player Registration	75	
Flight/Ground Transport - Single Person Ticket	200	
Lodging - Limited to One Room	250	
		525
Pride Bowl - Chicago, IL		
Single Player Registration	85	
Flight - Single Person Ticket	350	
Lodging - Limited to One Room	350	
		785
Gay Bowl - 2018 Denver, CO; 2019 New York, NY		
Single Player Registration	95	
One Rental Car	100	
Flight - Single Person Ticket	350	
Lodging - Limited to One Room	367	
		912
Estimate Annual Cycle Cost of LAFF ALL Events		2482

Section 5 – Fine Print / Details:

5.1 *If attendee cancels after the 3-day confirmation window – a 20 credit deduction will be made the players balance towards the league funds?*

- 5.2 All events must be an LAFF sponsored event or an officially recognized individual NGFFL tournament (Ex: Aloha Classic and Duel in Desert).
- 5.3 No other local NGFFL league expenses can be covered – i.e. : other league fees, other leagues travel team expenses or registrations, etc.
- 5.4 No food or alcohol reimbursements
- 5.5 Reimbursement requires a paid original invoice or copy of the bank transaction showing it paid
- 5.6 Those in shared hotel rooms or rental cars requesting reimbursement must show they are paid in full what was owed to whomever made purchase.
- 5.7 League will provide discount codes to pay for league events and reduce equivalent value from individual account.
- 5.8 All registrations are for a single player only – regardless of fee amount.
- 5.9 Only official LAFF traveling team jersey & shorts will be reimbursed. No individual player purchase clothing will be reimbursed. If LAFF offers official apparel for sale the equivalent value can be deducted out of the players account.
- 5.10 Rental cars include ONE rental car only. If “splitting” rental car with paying member – payments can be transferred within the account tracking system. Player is responsible for any remaining value owed to another person that is not reimbursed with available credits.
- 5.11 Hotel reimbursements are for ONE room only. If “splitting” room cost with paying member – payments can be transferred within the account tracking system. Player is responsible for any remaining value owed to another person that is not reimbursed with available credits.
- 5.12 Airfare and commercial ground transportation is only from home city to event. IF either itinerary is to an alternate destination – the costs are not reimbursable.
- 5.13 No mileage reimbursement to drive personal vehicles to/from or at event. Only commercially operated ground transportation is reimbursable to/from approved events. Must provide a receipt with business name and origin / destination. Example: Bus or Train fare from Home City to Event City is an approved cost.
- 5.14 All reimbursement approvals are by the LAFF Finance Committee per this documents policies.
- 5.15 “Paid when paid” policy for reimbursements. Example – if you work the last event before Pride Bowl 2018 – 6/2/18 (iHeart Radio Concert-LAFC) – the approximate 30-day cycle payment is due 7/2/18. The player cannot be reimbursed for that event’s credits until the payment is received approximate AFTER 7/2/18.
- 5.16 No rolling over of funds after annual cycle reimbursement. The cycle reimbursement is Gay Bowl + 60 days. In 2018 the proposed end of the annual cycle for reimbursement is Nov 15, 2018.
- 5.17 LAFF approved expenses can be deducted from player accounts with “paid when paid” earned credits prior to the annual cycle cut off. This means events with credits earned after Oct 13th (USC vs. Colorado) and beyond will be applied to the 2019 cycle. The 2019 cycle can include any 2018 Fall League and/or Holiday Bowl registrations (not submitted prior to Nov 15, 2018) followed by the Sin City Classic in January 2019, etc. Gay Bowl 2018 reimbursement cannot be made from 2019 annual cycle.
- 5.18 At no point in time will any “CASH” be returned to a volunteer that earned credits.

- 5.19 All volunteers will be tracked on individual basis – including friends (non-LAFF member) in the case the friend joins league and has now earned volunteer credits for themselves.
- 5.20 Approximate range of credits that can be earned at each event is 50-140. There is no guaranteed minimum value as all values are based on total sales of booth.

Section 6 - "Food Service Volunteer Guidelines"

Attendee has acknowledged they have read and understood the following:

- Must wash hands every time you enter and re-enter booth after exiting
- Must wash hands every restroom visit THEN wash again when entering booth.
- No contact with food without hand washing AND glove wearing. Ice is food.
- No eating within booth – all eating must be done outside booth.
- Keep ice scoops out of ice bins and ice bins closed when not in use.
- All sales are based on inventory counts – do not throw away any inventory that must be “discarded” – set aside for count at end. Example a cup falls on floor – do not put in trash – put in “discard” stash out of sight of customers for count at end.
- Confirm the proper inventory to distribute various food items with shift manager. Example: At LAFC “The Roost” – All clear cups are for Domestic beer; Green lettered cups for International Beer. Confirm with shift manager every time as subject to change. Inventory counts at end vs. registered sales affects net total of proceeds to group. Don’t throw away money!
- There are setup and breakdown tasks for group to work through. Work with shift lead to be assigned tasks to help with inventory and booth preparation/breakdown tasks.
- In general – rule of thumb - stay out of kitchen areas and only enter store rooms/ refrigerators unless an assigned task requires you to.