



## Reimbursement & Donor Recognition Policy

757swim values the volunteer efforts of all our members! At times, an individual's volunteer work might involve making purchases with personal funds that require reimbursement. Any individual who requests to be reimbursed for purchases must follow this reimbursement policy to ensure we are properly accounting for expenses as well as promptly reimbursing the individual. Reimbursement forms must be received by 757swim within 30 days of the date of purchase.

### Reimbursement Procedure

1. Submit a proposal for pre-approval before making any purchases.
  - A. Purchases which are not pre-approved may not be eligible for reimbursement!
  - B. Provide the item name, price, purpose, and proposed timeframe for purchase.
  - C. Submit the proposal to the President, Treasurer, or Head Coach for approval.
  - D. Purchases that are over budget or unbudgeted may be delayed to allow the full board to discuss and approve the purchase.
  - E. The coach or board member will determine which budget expense line the purchase will be assigned to for accounting purposes.
2. Make the purchase and maintain receipts.
3. Complete and submit a **Reimbursement / Check Request Form** within 30 days of purchase. (The form is posted online under Parents > Important Forms).
  - A. Complete the form, including the budget expense line as determined by the coach or board member (see #1E above).
  - B. Obtain the signature of the President, Treasurer or Head Coach.
  - C. Submit the completed and signed form with receipts to the individual designated below. Submissions may be by email or hard copy.
4. Reimbursement will be made by check and mailed to the address provided on the Request Form.
5. Reimbursement will occur within 30 days of receipt of the Request Form, unless special arrangements have been made to expedite the request.

**Reimbursement Forms should be submitted to:**

Erin Roehrle

payments@757swim.com

P.O. Box 6641, Williamsburg, VA, 23188.

**Donation Acknowledgement**

757swim is a 501(c)3 organization. Donations to 757swim may be tax deductible per applicable law. 757swim is happy to provide acknowledgement of donations upon request. Please direct requests to payments@757swim.com. The Treasurer will provide a donation acknowledgement or pass the request to the appropriate team representative.