



## Reimbursement and Donation Recognition Policy

**757swim values the volunteer efforts of all of our members!** We understand that your volunteer work might involve making purchases with your personal funds that will require reimbursement. Any 757swim account member, coach, or supporting community group or individual who requests to be reimbursed for purchases must follow our reimbursement policy to ensure we are properly accounting for expenses as well as promptly refunding the requesting individual. Please note reimbursement forms must be received by the 757swim Treasurer within 30 days of the date of purchase of the item(s).

### Reimbursement Procedure

1. Pre-approval: For any purchase, individual proposes items for purchase providing item name(s); item price(s); proposed date or timeframe of purchase; and purpose of purchase. **Email proposal to [info@757swim.com](mailto:info@757swim.com)**. Proposal must be approved by the President, Treasurer, or Head Coach. Line item(s) for budget purposes determined at this time.
2. Individual purchases item(s) and maintains all receipts.
3. Within 30 days of purchase, locate 757swim Reimbursement Request Form under Parents > Important Forms and print copy(ies).
4. Individual fills out 757swim Reimbursement Request form. Items purchased should fall under a particular budget category or categories.
5. Request should be signed by President, Treasurer or Head Coach for approval.
6. Scan and email signed Reimbursement Request Form to 757swim Treasurer and 757swim Bookkeeper (see notes at bottom for current email addresses).
7. Request will be processed and payment will be in the form of a check from 757swim mailed or delivered to appropriate recipient.
8. Expect to receive your reimbursement within 30 days of filing your request via email. (Note: special purchases requiring quick turnaround on payment will be given priority attention.)

### Donation Procedure

**Donations to 757swim received from members, individuals, or organizations are tax deductible.** The 757swim Treasurer will provide a draft letter for donors that can be used for tax purposes. If you make a donation or know of anyone who has done so, please inform the 757swim Board. Often this happens during volunteer projects and we want to ensure we recognize our donors and provide them with an appropriate receipt. The 757swim Fundraising Committee will ensure the letter is provided to the donor.

This policy will be strictly adhered to for providing appropriate and timely reimbursement back to our volunteers. **Thank you for your willingness to assist 757swim!**

**Email contact as of 1 July 2017:**

757swim Treasurer: Gina Wiatrowski

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