

## **TEAM BONDING REIMBURSEMENT PROCEDURES**

Below is the amount available to each team for team bonding per season.

- 1 – 10 athletes                      \$75.00 per season
- 11 – 20 athletes                     \$150.00 per season
- 21+ athletes                         \$200.00 per season

- ALL TEAM BONDING EVENTS **MUST** ADHERE TO CDC COVID-19 GUIDELINES.
- Any indoor bonding activities must be submitted for pre-approval by Boosters at least 2 weeks prior to the date of the planned event.
- If monies are not used this season, they will not be rolled over into next season.
- To be reimbursed, fill out the form in the lobby. Turn in the form with the receipt(s) to the Booster Box.
- A receipt is required for any reimbursements.
- Bonding monies cannot be used for Coaches Gifts, or Summit/World Gifts. Money must be used for a bonding activity for the athletes.
- Be sure to use the tax-exempt form where applicable. Tax should never be paid & **will not** be reimbursed.

If you have any questions you can email us at [eliteheatbooster@gmail.com](mailto:eliteheatbooster@gmail.com).

Happy Bonding!

# **TEAM BONDING PROPSAL/REIMBURSEMENT FORM**

TEAM NAME: \_\_\_\_\_

DATE OF BONDING: \_\_\_\_\_

This budget proposal provides estimated costs associated with the above named project, \_\_\_\_\_ Team Bonding Event, which we would like to pursue. Costs for the project have been listed in this budget proposal below. Should you have any questions related to this budget proposal, please don't hesitate to contact the undersigned.

1. EVENT DESCRIPTION: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

2. NUMBER OF ESTIMATED ATHLETE ATTENDEES: \_\_\_\_\_

3. COST ELEMENTS AND SUMMARY

The total cost for this event is estimated as follows:

**Estimated total:** \_\_\_\_\_

\*\*Receipts for purchases are to be submitted within thirty (30) days from event

4. By signing below, I agree that all the above information is accurate to the best of my knowledge. (Electronic signatures permitted).

SUBMITTED BY: \_\_\_\_\_

ADDRESS (where check is to be mailed) \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL: \_\_\_\_\_

Treasurers Initials \_\_\_\_\_