

CARTERSVILLE TWISTERS BOOSTER CLUB HANDBOOK

*Congratulations & Welcome
To The Team!*

The Cartersville Twisters Booster Club was developed to established and provide organizational structure and is comprised of the parents of the competitive gymnastics team. Its purpose is to support the Cartersville Twisters competitive program offered by the Cartersville Parks & Recreation Department.

Last updated
August 2010

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ORIENTATION

Cartersville Parks and Recreation Gymnastics Program 25 Years of Competition



USAG * AAU * USAIGC



The mission of the Twisters is to provide competitive gymnasts with opportunities for social and physical development in an atmosphere of sportsmanship through a well-managed program that is professionally staffed by the Cartersville Parks and Recreation Department and through the parental support the Twisters Booster Club provides.

Our competitive facility is among the best in the state. The Cartersville Gymnastics Center was the Pre-Olympic training site for the 1996 Men's Olympic Gymnastics Team from Belarus. Our facility benefited from a grant from the Governor's office in preparation for the Olympic Games. As a result, the Booster Club was able to fund a trip for the optional girls to compete in Munich, Germany and train both in Germany and Switzerland's Olympic Training Centers.

Our boys and girls continue the tradition of success in the competitive arena.

Here are some performance highlights: State Champions in 30 events, 4 All-Around State Champions and 9 boys and girls advanced to Regional Competitions and 5 athletes competed in USA Men's and Women's Nationals. Additionally, the Cartersville High School Team trains in our facility. We currently have 3 young women in college gymnastics programs, Melanie Root at Oklahoma University and two Georgia Gym Dogs, Lauren Johnson and Mariel Box with the University of Georgia.

How Did This Happen???

The City gave full support to this program and with the help and cooperation of the Booster Club, knowledgeable and caring coaches, devoted and determined gymnasts and the support of our community sponsors, these successful and positive results have occurred.

We hosted four competitions and Cartersville High School has hosted competitions at our facility. Events such as these help to bring economic support to the community and foster a sense of community pride.

Thanks to the support of community sponsors of the Booster Club and the City Parks and Recreation Department, we continue to have an exciting program that fulfills the Cartersville Twisters Mission Statement.

From the Gymnastics Coordinator, Andrei Kouznetsov

"The work and effort expended by the parents provide top-line equipment used by all levels of our gymnasts. They provide opportunities that would be unavailable to some children due to the expense. Each family pays for the training. The Booster Club pays for their competitive experiences which would be impossible without the support of the community. We appreciate any support you are willing to extend to this young group of athletes. On behalf of the Cartersville Gymnastics program, I extend our thanks."

O u r

The Twisters mission is to provide competitive gymnasts with opportunities for social and physical development in an atmosphere of sportsmanship through a well-managed program that is professionally staffed by the Cartersville Recreational Department and parent supported through the Twister Booster Club.

M i s s i o n

Competitive gymnastics provides an excellent opportunity to develop the skills and character necessary for a successful life. The word competition is derived from the Latin “com” and “petre” which means “striving together”. We are more than just a team. We are a family of gymnasts, parents and siblings committed to our mission statement.

The program takes a long-term approach that gradually increases the level of commitment. The Cartersville Recreational Development Program feeds the Twisters AAU levels where fun and technique are emphasized. Skills and more training are added as the gymnast progresses through the AAU levels to USAG increasing competition and commitment. The introduction of options skills requires dedicated coaching and the highest level of commitment on the part of the gymnasts’ and the parents’ time and financial resources.

Individual improvement is the basis in goal setting... not necessarily winning medals and ribbons. The Twisters engage in multilevel AAU/USAG competition. We stress that the young athletes *strive together as a team!*

ORGANIZATION

CONTACT INFORMATION

Gymnastics Coordinator and Coach	Andrei Kouznetsov
Coaches	
Women's Optional	Galyna Losinska
Women's Compulsory	Louiza Kouznetsov Alexander "Sasha" Stetsenko
Gymnastics Center Phone	770-387-5629
Gymnastics Center Floor/Phone	770-607-1180
Fax	770-387-7415
Gymnastics Plus/Developmental Gym	770-387-3174
E-mail	akouznetsov@cityofcartersville.org
Website	www.cartersvilletwisters.com
Booster Club By-Laws	Link to this on the above website.

Monthly Training Fees: Put checks in the brown box located by the office door. Please put gymnasts name and level on the check. All cash payments are to be made at Dellinger Park. The fees are due on the first calendar day of the month. If payment has not been made by the 10th, a \$10 late fee will be added. If fees are not paid by the 15th, the gymnast may not practice until arrangements have been made. For questions concerning fee payments, contact the Dellinger Park at 70-387-5627.

Dellinger Park Hours Monday to Friday 8 am to 5 pm

Booster Club Executive Board		
President	Bryan Davis	BDavis645@msn.com 770-377-7854
Vice President	Lisa Primuth	lisa.primuth@gmail.com 262-893-1866
Secretary	Trina Hutchison	trinadhutchison@windstream.net 678-852-8652
Treasurer	Kelly Poole	jkpoole@windstream.net 404-216-3847
Boys' Representative	Steve Cittadino	srcittadino1@aol.com 678-357-7146
Girls' Compulsory Rep	Casey Higginbotham	higginbotham5454@comcast.net 706-307-9236
Girls' Optional Rep	Karen Schuttinga	karenschuttinga@yahoo.com 706-266-6742
Meet Coordinator	Wynne Hernandez	
Meet Work Poster Coordinator		
Meet Entries	Wynne Hernandez	
Booster Club Mailing Address		Cartersville Gym Booster Club P.O. Box 200625 Cartersville, GA 30120
Booster Club Meetings		Take place at the Civic Center See Website for scheduled dates and times

COMMUNICATION

INTERNAL

- Team Handbook: Description of Booster Club Member Responsibilities.
- Twister Times: Monthly Team Newsletter sent via email monthly and posted on the Bulletin Boards.
- Supplemental Bulletins: Immediate and important information is distributed to gymnasts when necessary
- Bulletin Boards: Located at the top of the stairs and at the entry of the facility, continuously updated with information regarding gym meets, social activities and news articles.
- Rules for Spectators and Practice: See handbook, plus posted in the gallery area upstairs. Please be aware of these at all times.
- Booster Club Meetings: Meetings are generally the second Tuesday of each month at the Cartersville Civic Center located across the parking lot from the Twisters Gymnastics Facility. If you have a topic to introduce, please contact the appropriate board member or committee for time to introduce a topic at these meetings. Committees and individuals should be prepared and concise with reports. Also, be thorough in proposals and give the bottom line whether it is action requested or dollar figure. Have them ready to be discussed, motioned and voted upon.
- Gymnasts Mailbox: Have your gymnast check his or her box at the end of EVERY practice for important communications.

EXTERNAL

Public Relations Committee will represent communication to all types of media. If you have contact with the media, we request that you first get approval from the Gymnastics Coordinator or Public Relations Committee before you proceed. More information on this committee is in the handbook under committee responsibilities. Remember, the Privacy Act requires that we have permission before publishing pictures.

WHO DO I SEE ABOUT.....?

Fees	See 'Team Structure and Fees'
Questions about gymnast	See level or class coach
Questions about coach	See Gymnastics Coordinator
Questions about booster club activities	See appropriate committee head
Proposals at meetings	See appropriate committee member
Questions or problems about finances	See Gymnastics Coordinator

Please do not engage in negative “bleacher talk”. Instead, please communicate with the appropriate individual, coach, director or Booster Club Board Member, etc. to address your concerns.

RESPONSIBILITIES AND CODE OF CONDUCT

Responsibilities & Code of Conduct

GENERAL

- The gymnasts who are members of our competitive team have a special talent and the potential to become very good gymnasts. It takes practice, determination and dedication to develop this potential. As a team member, you are expected to be supportive and friendly to everyone at the gym and maintain a good attitude toward the coaches, other gymnasts, judges and yourself while focusing on doing your best at all times.
- Gymnasts are required to attend all practices, training events and competitions for which they are eligible and qualified.
- Any gymnast who quits the team for any reason may be allowed to return one time only, at the discretion of the Gymnastics Coordinator. The second time is final.
- The developmental program will be available to those who wish to participate for strictly recreational purposes.

Please see the Cartersville Parks and Recreation Department Parents Code of Ethics agreement in the forms section of this manual for other details. You will be required to sign this agreement prior to joining the competitive program.

Responsibilities & Code of Conduct

ATHLETE RESPONSIBILITIES

PRACTICES

- **ATTENDANCE:** It is mandatory that you attend ALL practices on time and in their entirety and follow coaches rules while doing your very best in order to develop into the best gymnast you can. This includes summer practices as this is an intense training time.
- **ABSENCE:** If a gymnast will be absent for any reason this absence should be excused by submitting an absence form in writing prior to practice (or calling or emailing the gym—if a gymnast is ill the coach should be notified).
- **TRAINING AREAS:** Only team members are permitted in the workout areas. Gymnasts are not allowed to work out or use equipment (including pit) unless a coach or instructor is present and aware. Gymnasts must go to the event the coaches send them to and stay there until directed to leave. Do not leave to get water, go to the rest room, use the telephone, and talk to friends or parents, etc. without asking. Practice in a safe manner without horseplay or trying tricks or breaking any of the other gym rules. Breaking gym rules will result in penalties. Tardiness will not excuse the gymnast from warm-up, conditioning, etc. Report to the coach before joining the group. THE PIT can be dangerous. No headfirst entry allowed. Use only with specific instructions from the coaches. Gymnasts must stay in the workout area during practice time and bleachers at other times. Do not enter the offices without permission. NEVER leave the building without telling a coach.
- **FOCUS AND ATTITUDE:** It is your job to follow coaching directions and remain focused, do not be a distraction to others and work hard during practice. This will allow you to improve faster. Remember to be supportive to your teammates.
- **ATTIRE:** You must be in practice attire with hair fixed when practice begins. Female gymnasts must wear leotards that fit properly without shirts and baggy shorts. No 2 piece leotards. Male gymnasts must wear proper practice attire. No jewelry is allowed for practice or competition except post earrings. Be prepared and have everything you need: your own grips, under wrap, tape, etc. The gym supplies are for emergencies only.
- **KEEP THE GYM CLEAN:** All food and drinks should be opened and consumed upstairs, not over carpeted areas or downstairs. ABSOLUTELY NO FOOD OR DRINK IN THE RESTROOMS OR DRESSING ROOMS. Please use trashcans to dispose of tape, under wrap, etc. When you see trash PLEASE PICK IT UP.
- **GENERAL WELL BEING:** If you are sick or hurt, it is your responsibility to tell the coach. Be clear and specific in telling them exactly what is wrong so they will know how best to assist and advise you. Eat healthy, stay in shape; get the right amount of sleep. Make sure you keep up your grades. Coaching staff will support parents' decisions regarding participation when grades are suffering.

MEETS

- **PARTICIPATION:** The gymnast is required to compete in all scheduled meet. Six week notice is required before a meet if the gymnast is unable to compete. If the gymnast elects not to compete once the gymnast is entered in a meet and the entry fee paid, the gymnast must reimburse the Booster Club for all expenses incurred for gymnast (entry fee, flight, etc.).
- **ARRIVE:** Be on time, prepared to compete with proper uniform and hair fixed. It is important that the gymnast look good for the meet with a clean uniform/leotard/warm-up suit. You may not wear a sports bra if the straps are visible. No jewelry other than 1 pair of post earrings, makeup in moderation is permitted, no nail polish (it is also a deduction).
- **BEHAVIOR:** During meets and while traveling to and from meets, gymnasts must conduct themselves in an appropriate and disciplined manner.
- **DURING THE MEET:** No eating or drinking during warmup and competition without the permission of the coach. Stay at your event; never go to your parents without permission from the coach. Do not sit in anyone's lap – coach, teammate, friend. Show respect for ALL gymnasts and be supportive of your teammates. Crying (unless due to an injury) is not acceptable in the competitive area. Remember your number and be ready to compete when you are called. You should **REFUSE TO COMPETE** if another number or name is called.
- **AWARDS:** Wear your uniform and a pair of white socks during awards. Do not carry to the award stands gum, candy, stuffed animals or other toys. You must stay for ALL awards. Show a positive attitude whatever the outcome. Your behavior reflects on our team and program so be on your best behavior!
- **TRAVEL MEETS:** When travel meets are planned you will be given a set of rules that include expected behavior and schedule and what you will need to bring. You must obey these guidelines in order to attend and compete at the travel meets we plan. Attending these meets can be a lot of fun, but it is a privilege and intended for team building and growth as an athlete, not vacation time, and should be treated as such. Depending upon the structure of the meet planned, parents may be called upon to chaperone. Again, details for each meet will be communicated at the time you are given you schedule for the season.

Responsibilities & Code of Conduct

PARENT/GUARDIAN RESPONSIBILITIES

- **PRACTICE:** Please have your gymnast arrive at the gym on time for practice unless other arrangements have been made with the gymnastics coordinator.
- **ALL SPECTATORS** (parents, siblings, friends) must remain in the bleachers. Permission for communication with your gymnast should be obtained from the coach. It is important that all children in the bleachers remain quiet.
- **MEETS:** The competitive times, scheduled by the host team, are determined by the number of levels, entries and in some cases, age groups. While the weekend dates are on the calendar, the competitive times may not be known until the week of the competition. Our coaches will let you know times as soon as they receive them.
- **END OF COMPETITION:** Competition is not over until the last competitor has finished and the gymnasts are released to the awards ceremony. The meet is not over until all awards are presented. All gymnasts deserve the support of everyone until they are received their awards.
- **KNOWN ABSENCES:** Please fill out the “Advance Notice of Absence” form for all planned absences so the coaches will be made aware of them.

FINANCIAL AND TIME REQUIREMENTS

- **TRAINING FEES:** Monthly gym fees must be paid to the Cartersville Parks and Recreation. Fees are due by the first day of each month. Payments after the 10th will incur a late fee. A drop box is available for payments outside of the gym office door. If you wish to pay by credit card a form is available to set up an automatic monthly credit card debit. Call the park at (770) 387-5627 if you have any questions. (See page title “gym fees” for fee details.
- **BOOSTER CLUB FEES** may be paid directly or by the sale of sponsorships or any board-approved fundraising opportunities. Deadlines will be set for the receipt of this financial obligation. If the booster club fees are not paid in full the treasurer will not be authorized to pay meet entry fees or other benefits for the gymnast until the family is current. See page titled “Booster Club Fees” for specific fees and rules for obtaining sponsorships.
- **WORKING AT MEETS:** Parents must work all of the meets we host whether their child is competing or not. It takes a certain number of adults to run a gymnastics meet. The booster club runs the meet and receives the money. The work assignment poster sign up date and time will be announced via email. The number of sessions that each family will be required to work will be determined prior to each meet. Sign up is on a first come, first serve bases. If parents do not fulfill their obligation they will be required to pay a fine of \$100 per session missed.
- **ADDITIONAL CLINICS** and mini-camps are sometimes available over and above the regular schedule. Attendance is option and at the family’s expense.

BOOSTER CLUB FEE STRUCTURE

2010-2011

Forms and sponsorship instructions, lists and guidelines are found on the Cartersville Twisters website.

Due August 1

Gymnasts – Girls	Boys
L2 \$225	
L3 \$225	
L4 \$425	\$325
L5 \$550	\$575
L6 \$550	\$575
L7 \$750	\$750
L8 \$750	\$750
L9 \$800	\$800
L10 \$800	\$800

¼ price sibling discount for the lowest level

The fees are to partially offset the cost of meet entry fees, expenses, coaches' fees and some of the expenses for each group's yearly travel meet during the season. (The details of each group's travel meet will be outlined as the plans for each trip are made). You may personally pay the fee or reduce the amount of your expenditure by securing sponsorships as explained in the sponsorship section of the Cartersville Twisters website. There will also be fundraising opportunities you may chose to participate in throughout the year.

CONCESSION FEE

There is a \$40 concession fee due by August 1st for all twister families. This fee replaces the responsibility of having to bring a drink and a food item for each home meet. It will be a one time annual payment to be used toward all home meet concession and social food expenses.

Sponsorship money collected from business/individuals turned in as sponsorship money on the sponsor forms, is credited only to sponsorship fees and concession fees. If a family collects more than they are required, any money in excess of the family's sponsor fee and concession fee will go into the booster club general fund. Any fundraising money raised will go into gymnasts' individual account. Fundraising money can be used to pay sponsorship fees, concession fees, leos/warm-ups, USAG/AAU fees (basically anything the booster club would write a check for). Monthly tuition is the family's responsibility to pay to Dellinger Park. The Booster Club is not involved in monthly payments for tuition.

Uniform costs will be provided to each family as soon as possible.

Booster Club Committees and Description

Each booster family will be assigned to be part of a committee each year. You will receive a questionnaire that will allow you to rank your preferences. Briefly, here are our committees.

Awards Committee

Handles awards, goody bags and timing at meets. Also orders awards for the end of the year banquet.

Banquet/Party Event Committee

Handles the end of the year banquet, holiday party and special events.

Concession Committee

Handles the concession area, including purchasing of food and drinks, and is responsible for coordination of food vendors at larger meets.

Hospitality Committee

Handles the catering of food for judges and coaches, coordinate snack and drinks, and decorations for the meet including judges tables etc.

Public Relations Committee

Handles sign placement for meets, prepare the programs for the meets, misc. advertising.

Sales Committee

Handles the ordering of merchandise for the sales table at the meets and works with the Banquet/Party Event Committee for end of year banquet giveaways.

Once the committees are formed, your committee chair(s) will contact you regarding any training or communication necessary and give detailed instructions. Committee chairs will contact members prior to each home meet as well. EVERY committee member is expected to take on some facet of their committee's duties.

TREASURER GUIDELINES
FOR REIMBURSEMENT AND COMMITTEE
BUDGETS

Receipts and requests for reimbursement must be received within 30 days from the time of purchase, or you will not be reimbursed. *At that point in time, your expense will be considered a donation to the Booster Club.*

All requests for reimbursement must have a valid receipt or invoice from the vendor or store and must be itemized. Please be very careful and keep track of your receipts.

All check requests will be reviewed on Thursday and checks will be issued at that time. If your request is not in the Booster Club box by 5:00 pm on Thursday, you will need to wait until the following week for reimbursement. The form for reimbursement is in the handbook and posted on-line.

The budget for each committee will be reviewed with the chair at the board meeting every month. You will be given a sheet that tells you how much you have spent and how much you have left to spend for the competitive year. You must get approval for any purchases over the allotted amount, or you may not be reimbursed. This action requires an amendment to the budget and this has to be done before any spending will be authorized.

FORMS

Twisters Team Agreement & Code of Ethics

Please Complete and Return

My name is _____

My child's name is _____

- My child wants to be a Cartersville Twister.
- I expect my child to work hard on personal skills.
- I expect my child to respect the coaches.
- I expect my child to respect all team members.
- I will make every effort for my child to attend every practice possible.
- I expect my child to focus on the lesson.
- I expect my child to respect the team by not saying ugly or hurtful things.
- I expect my child not to push or hit anyone else.
- I do not want anyone to make fun of my child or my child's mistakes.
- I expect my child not to make fun of someone else's mistakes.
- I understand that the coach will tell my child to sit out if my child is not paying attention, is distracting or disrespecting others.
- I understand that if sitting out does not work, my child will be sent home.
- I understand that if my child is sent home, I will be required to meet with the Gymnastics Director for permission to return.
- I will encourage good sportsmanship by demonstrating positive support for all athletes, coaches and officials at every practice, competition or team event.
- I understand that if I engage in behavior that is not consistent with good sportsmanship, use profanity or display threatening behavior, I may be removed from the meet, practice, meeting or event.
- I will remember that the sport is for the youth and not the adults.
- MY CHILD AND I HAVE READ THE TWISTERS HANDBOOK AND AGREE TO COMPLY WITH BOOSTER CLUB REGULATIONS AS PRESENTED IN THIS HANDBOOK.**

I understand that all of the above points are to keep my child as safe as possible, promote a healthy program and foster my child's success.

Signature: _____ **Date:** _____

Received by: _____ **Date:** _____

MEDIA WAIVER FOR ATHLETE
Please complete and return

I, _____ hereby give permission for my son/daughter,
_____ to appear in still pictures and video to be used on
television, on the Cartersville Twisters Web Page and in brochures and
newspapers for the purpose of honoring the gymnasts or promoting the
program.

If I rescind this permission in writing, no future pictures may be used.

Signature of parent or guardian

Printed name of parent or guardian

Date

No, I do not want my child's picture to appear in public media options.

Athlete's Name

Signature of parent or guardian

Printed name of parent or guardian

Date

Cartersville Twisters

Team Family Agreement with the Gymnastics Coordinator

Must be signed and returned

Please read over this agreement and familiarize yourself with your obligations. I understand that there are family obligations associated with having a child as a member of the Cartersville Twisters.

1. The training fees, payable to Cartersville Gymnastics, are due by the first of the month. If the payment is received after the 10th of the month, there is a \$20 late fee. If not paid by the 15th, I must make acceptable payment plans with the Park Office or keep my child from practice. The fee is figured on a 4-week month. I am expected to pay that amount. Because we are not charged extra for extra days of the month, I understand that the fee will not be reduced for occasional cancelled practices.
2. In order for my child to be eligible to compete, booster club fees must be paid in full by the dates determined by the Executive Committee. Refer to fee structure page.
3. In addition to the above fees, each family has a time obligation to work a certain number of sessions determined by the number of competitors, **in ALL** of the home meets hosted by the Cartersville Twisters. This means girls meets, boys meets, whether my child is in the meet or not, as each booster club family benefits from the revenues generated at these meets. The number of sessions required will vary and may range from two to five per meet. Families with two children in the program will work one and a half times the number of sessions required. If a parent fails to fulfill the meet obligation, the following will occur: \$100 fine per session missed paid to the Booster Club as stated in the Handbook.
4. It is important that my child attends the scheduled practices and on time. I accept the responsibility for their attendance and will contact the gym if absence is necessary. If there are three unapproved absences, I understand that a conference will take place with the Gymnastics Coordinator to determine if the family and child's schedule and desire are sufficient to continue in the competitive program. Repeated absences following that conference may be an indication that the schedules are not compatible with this competitive sports program. There will always be a place in the development program for the child interested in the sport as a recreational activity.
5. I understand that being involved in the competitive program, my child should compete in all scheduled meets for their level. Two unattended meets for non-approved reasons will be an indication that the desire for competition is not sufficiently strong enough to continue. Non-competitive gymnast may not train in a practice with competitors.
6. I understand that there may be times while I become concerned about a situation relating to my child, a coach or the program. I also recognize that the proper manner of addressing a problem is discussion with the coach or coordinator as outlined in the handbook. I also agree that negative bleacher talk or discussion with a non-involved coach who is not in control of the situation is counter productive. I understand that negative bleacher talk during a meet in our gym or another is detrimental and embarrassing to our program as well as to the coaches and other parents. Issues or concerns will resolve better in the privacy of the office.

Thanks for your cooperation and we are looking forward to a glorious season.

My signature is a testament that I have read, understood and agree to fulfill all of the above in order that my child be a member of the Cartersville Twisters competitive program.

Print name	Signature	Date
Andrei Kouznetsov _____	_____	Date: _____

Advance Notice of Absence

To: Coach _____

Gymnast _____

Date(s) of absence _____

Reason: _____

Advance Notice of Absence

To: Coach _____

Gymnast _____

Date(s) of absence _____

Reason: _____

MEDICAL FORM

(In the event of an injury, please have medical personnel complete and return this form to the Gymnastics Director)

TO: MEDICAL PERSONNEL

Physician's Name: _____

Date: _____

In order to keep our gymnasts as safe and healthy as possible, please help us by taking a few moments to complete this form. The parents will return this to the coach and together we can hope to affect a quick and safe recovery.

Diagnosis (In laymen's terms, i.e., rolled ankle, sprained ankle, strained ankle, pulled tendons, broken ankle).

Treatment plan/Rehabilitation:

Time Frame for Plan:

Please list the type of activity the gymnast CANNOT do, such as no weight bearing on ankle until ____ or no jarring landings, et cetera. Our coaches to understand physiology and kinesiology.

Our coaches prefer the gymnast come and condition the body parts not affected by the injury since staying off all activities could slow their return to former level of success. Thank you for your help with this.

REIMBURSEMENT FORM CHECK REQUEST FORM

REQUESTER FILLS IN THIS SECTION

DATE OF REQUEST _____

PERSON REQUESTING _____

MAKE CHECK PAYABLE TO _____

AMOUNT OF CHECK \$ _____

PURPOSE _____

SIGNATURE OF REQUESTER

Note: If item has already been purchased, please attach receipt(s) to this form. Otherwise provide receipt(s) as soon as possible after purchase. Approval must be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expense. Signature of the President is required before Treasurer will issue a check.

Approval: _____

Date: _____

FOR TREASURER'S USE ONLY

Date issued: _____

Check number: _____

Charged to what budget item: _____

Comments: _____

Treasurer's Signature: _____ Date: _____