

## Apex Booster Club Process for Requesting Funds

1. All requests for reimbursements or payments to Apex Cheer & Athletics must be sent via email to [apexcheerbooster@yahoo.com](mailto:apexcheerbooster@yahoo.com) or by printing the examples below and turning it in to the Apex front desk in a sealed envelope. If you choose to turn in a physical copy, please make sure to write **Apex Cheer Booster Funds Request** on the envelope.
2. All requests must include the athlete's name, team name, dollar amount being requested, and specify the eligible reimbursement/payment item (e.g. competition fees, choreography fees, uniform fee, etc.). A full list of items is available on the Apex website. Funds must be available in the athlete's Booster account in order for requests to be processed.
3. In order to process reimbursement requests, it must be submitted in writing. Email and handwritten submissions are acceptable and must include a **paid** receipt. Reimbursements **will not** be made when estimates are provided.
4. Requests will be processed after funds have cleared the bank.
5. Prior to requesting funds, parents may request a balance check by emailing the Apex Booster Club @ [apexcheerbooster@yahoo.com](mailto:apexcheerbooster@yahoo.com).
6. An athlete's Booster Club funds may be transferred to another Apex Cheer & Athletics athlete or sibling who is participating on a competitive team. Requests for a funds transfer must be submitted in writing and sent to [apexcheerbooster@yahoo.com](mailto:apexcheerbooster@yahoo.com). NOTE: Funds transfers from a departing Apex athlete to an athlete/sibling on a competitive team must take place within seven days of the athlete's departure.
7. Funds can be only used towards eligible Booster Club expenses.
8. Allow up to two weeks to process a reimbursement or transfer request.

The following examples were created to assist you with the key information needed to process your requests.

### REIMBURSEMENT REQUEST

Please issue me a reimbursement check in the amount of \$\_\_\_\_\_ from my athlete's Apex Cheer Booster Club account for the following eligible expenses: \_\_\_\_\_

My athlete's name is \_\_\_\_\_ and he/she is a member of team \_\_\_\_\_.

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### TRANSFER FUNDS TO APEX CHEER & ATHLETICS FOR FEES

Please transfer \$\_\_\_\_\_ to Apex Cheer from my athlete's Apex Cheer Booster Club account for the following eligible expenses: \_\_\_\_\_

My athlete's name is \_\_\_\_\_ and he/she is a member of team \_\_\_\_\_.

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### TRANSFERRING BOOSTER FUNDS TO ANOTHER APEX ATHLETE

I would like to request a transfer of \$\_\_\_\_\_ from my athlete's Booster Club account to \_\_\_\_\_ on team \_\_\_\_\_. My athlete's name is \_\_\_\_\_ and he/she is on team \_\_\_\_\_.