

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 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.
3. In order to process reimbursements, the request must be submitted in writing via email or physical copy with a **paid** receipt. Reimbursements will not be made when estimates are provided.
4. Reimbursements will only be provided if funds have already cleared the bank and are available in the athlete's account. Prior to requesting funds, you can request a balance check by emailing the Apex Booster Club.
5. Your 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 funds to be transferred must be submitted in writing to the Booster Club email account. Funds can be used towards eligible Booster Club expenses.

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

REIMBURSEMENT

I, _____, am requesting a reimbursement in the amount of \$_____ from my athlete's Apex Cheer Booster Club account. My athlete's name is _____ and he/she is on team _____. This reimbursement is to cover the following eligible expenses: _____
_____.

PAYMENT TO APEX CHEER & ATHLETICS

I, _____, am requesting funds be paid to Apex Cheer in the amount of \$_____ from my athlete's Apex Cheer Booster Club account. My athlete's name is _____ and he/she is on team _____. This payment is for the following eligible expenses: _____
_____.

TRANSFERRING FUNDS TO ANOTHER APEX ATHLETE

I, _____, am requesting a transfer of \$_____ from my athlete's Booster Club account be transferred to _____ on team _____. My athlete's name is _____ and he/she is on team _____
_____.