



ACE CHEERLEADING ATHLETES ASSOCIATION

2020 - 2021 TRANSFER / REIMBURSEMENT REQUEST FORM

DATE: _____ TEAM(S): _____

ATHLETE(S) NAME: _____

PHONE: _____ EMAIL: _____

MEMBER NAME: _____

AMOUNT REQUESTED (SPECIFIC AMOUNT OR ALL AVAILABLE): _____

PLEASE CIRCLE ONLY ONE: REIMBURSEMENT TRANSFER

SIGNATURE: _____

POLICIES: ** **Reminder that moving forward, all fundraising accounts need to have a zero balance at the End of April. This may be done with a Transfer or Reimbursement.**

For a REIMBURSEMENT:

- ◆ Your ACE Account must be up to date. Verification will be done before a cheque is written.
- ◆ Only **MANDATORY** fees paid will be reimbursed (i.e.. registration, travel fees, uniforms).
- ◆ Funds may be carried forward to the next year, but not for multiple years: funds may not be transferred to another family.
- ◆ When an athlete leaves ACE, any outstanding balances must be requested within 30 days of their last day. Any monies not requested will be gifted back to the ACAA.
- ◆ Only amounts available in member account as of date submitted can be transferred. Money not yet received for events worked or sales fundraisers submitted prior to date requested will not be considered or applied. **NO EXCEPTIONS.**
- ◆ Must hold a **CURRENT** ACAA Membership.

For a Transfer:

- ◆ Monies can be transferred for any amounts owing to ACE for **MANDATORY** fees, (i.e.. registration, travel fees, uniforms)
- ◆ Only amounts available in member account as of date submitted can be transferred. Money not yet received for events worked or sales fundraisers submitted prior to date requested will not be considered or applied. **NO EXCEPTIONS.**
- ◆ Monies transferred to ACE from your ACAA account are not eligible for reimbursement.
- ◆ Must hold a **CURRENT** ACAA Membership.

Reimbursement and transfer forms will be accepted and processed on the following dates (No exceptions):

Forms due by July 1, for transfer/reimbursement on July 15, 2020

Forms due by September 1, for transfer/reimbursement on September 15, 2020

Forms due by December 1, for transfer/reimbursement on December 15, 2020

Forms due by April 1, for transfer/reimbursement on April 30, 2021

**** An additional date may be added to accommodate Worlds Teams if necessary****

**** THESE DATES ARE SUBJECT TO CHANGE ****

*** COMPLETED FORMS SHOULD BE EMAILED TO THE TREASURER OR DROPPED OFF IN THE MAILBOXES AT EITHER GYM***

If you have any questions please contact: treasureracaaboard@gmail.com

Office Use: Approved Yes No

Cheque Date: _____ Cheque Amount: _____ Cheque # _____