

FFSC Membership Reimbursement Program

FFSC will offer, on occasion, opportunities for members to earn funds to be applied to the below listed expenses directly resulting from a members participation in an approved competition, testing and/or professional continuing educational classes.

The following restrictions or conditions apply:

1. All FFSC-fundraising events will be pre-approved by the Board.
2. Once approval is received, the event coordinator will send official notice of the opportunity to all current members in good standing via e-mail, and will post a notice on the FFSC bulletin board at the Big Dipper Ice Arena. The notice will include a brief description of the event and the expectations of those wishing to participate. It will also include instructions for sign-ups. The event notice will be sent out as soon as possible after approval, preferably at least three (3) weeks prior to the event date.
3. Signups to work the fundraising event will be on a first-come first-served basis. If the event coordinator receives more responses than needed, a back-up list may be established at the coordinator's discretion.
4. FFSC members and/or their parents or family members, who are 10 years or older, must work the event/fundraising opportunity. Substitutes may not be hired.
5. If a member/family commits to work an event and they are unable to do so, they must notify the event coordinator at least 2 (two) weeks prior to the event, so undue expenses will not be incurred by the FFSC. Later notification (with the exception of death or illness in the immediate family) will result in charges to the member/family for supplies purchased for the event. The member will be found not in good standing until such fees have been paid in full to FFSC.
6. FFSC will reimburse the member for the below listed items directly resulting from a members participation in an USFSA competition, testing and/or professional continuing educational classes, only:
 - Reasonable travel expenses including airfare, bus and/or taxi fare, vehicle rental, mileage at IRS rate. If member chooses to drive instead of fly, the amount to be reimbursed will be the lesser of the two.
 - Reasonable hotel and/or motel accommodations (excluding room service, and telephone charges).
 - Competition and Testing entry fees (excluding printing & mailing cost, photos, practice ice fees and apparel).
 - Professional continuing educational classes and certification fee for professional members are allowable. Excluded are class supplies and book fees.
 - Exclusions:
Member portion of coaches' airfare, food, rental car, coaching fees or any other coaching expenses incurred by member. Costume expenses, entertainment, and any food expenses for the member and his/her family.
7. Funds will be distributed after the event (no funds will be advanced prior to an event). For reimbursement, the member (or parents if member is a minor) should submit a letter to the FFSC Board requesting reimbursement with itemized costs and attached receipts.

Checks will be issued by the Treasurer not to exceed the amount in the member's "account".

8. The Treasurer shall maintain the member's "account".
9. Only allowable expenses incurred for participation in competitions, test sessions and continuing education classes which are sponsored by, or in some way related to US Figure Skating (not ISI) are eligible for reimbursement.
10. All membership reimbursement program events approved by FFSC will donate 5% of their net proceeds to FFSC.
11. Amounts "earned" by the member will be determined by hours worked per member/family (family members under the age of 10 will be excluded for this calculation) and total profits of each individual fundraising event. Thus, monies will be allocated on an hourly basis. A sign-in time sheet for each event will be used to determine eligible hours worked. The Event Coordinator will maintain the sign-in sheet and calculate monies earned after the completion of the event.
12. If the fundraising opportunity involves food, the time the Concession Managers spend in buying, transporting, setting up and organizing the food is included in the hours worked. The Concession Managers will accurately and honestly keep track of their hours, which will be added to the hours worked for final monies earned.
13. The Event Coordinator will accurately and honestly keep track of his/her hours and those hours will be included in the total hours worked, as above.
14. The FFSC Board will settle any dispute that occurs as a result of participation in a reimbursement program event, which cannot be settled by the event coordinator.
15. Monies earned may be transferred to a sibling's account but may not be transferred to any other member. When a member quits FFSC, after 6 months of inactivity in the club, any remaining funds in their "account" shall be transferred to FFSC's Scholarship Fund, to be used according to the Policies and Procedures for Scholarship Monies. The inactive member will be notified two weeks prior to the transfer of funds.