

# Snack and Banquet Expenses

## Snacks

GOTR participants are given a healthy snack at every session. Coaches are responsible for buying the snacks and bringing them to each lesson, coaches will be reimbursed by the organization.

**Budget:** \$7 per girl for the season

If you have 15 girls at your site, you are allotted \$105 to spend on snacks for the season.

**Reimbursement:** We suggest that you pay for everything up front and submit a reimbursement request, along with your receipts. Turn around time is very quick – checks are attempted to be sent out within one of week of receipt of complete paperwork with receipts.

## Banquet Expenses

Each site holds an end of the year banquet for the girls and their families.

**Budget:** \$10 per girl for the season.

If you have 15 girls at your site, then, you are allotted \$150 to spend on the banquet.

Note that this covers food, decorations, and any small extra items for the girls, anyone in their family they choose to bring, and the coaches. Some sites choose to hold the banquet at the school while others choose to have it off-site (such as at Peter Piper Pizza).

**Reimbursement:** Again we suggest that you pay for everything up front and submit a reimbursement request and send that in along with your receipts.

## Reimbursement Request

The reimbursement request is located on the GOTR of MC website. To get there, go to [www.gotrmc.org](http://www.gotrmc.org). At the very bottom of the page is a link that says “Coaches and Board Members Section” in very tiny print. Click on that and you will be taken to a page with a link to the reimbursement request. Please use the form that correlates with your reimbursement, i.e. Snack versus Banquet. The Miscellaneous form is used primarily by Board Members. **You must submit this request along with all receipts in order to get reimbursed.** If you send in only your receipts, they will be sent back with a request that you fill out the form to send with them. If you send your reimbursement request with no receipts, the organization cannot reimburse you.

**Reimbursement Requests need to be post marked no later than 2 week after the season ending 5K to be considered for reimbursement.**

Any purchases other than snacks or items for the banquet, need to be approved by the Council Director. Also, if reimbursements exceed the allotted amount, this also must be approved by the Council Director.

If you have any questions, please do not hesitate to contact the Council Director.

