

# CEPFO Boosters Guidelines and Agreement

Cheer Energy Parent Fundraising Organization shall also be known and referred to as CEPFO Boosters.

## Current Board Officers

Tiffany Elmy, Kristi Fisher and Tiffany Johnson

## Objective

- I. CEPFO is a 501c3 non-profit organization that was created to off-set the costs of required fees set forth by Cheer Energy AllStars and other required fees to allow your athlete(s) to participate.
- II. CEPFO is a separate entity from Cheer Energy AllStars.

## General Funds

- I. CEPFO maintains a "General Funds Account" to be used for operational purposes. These purposes include, but may not be limited to the following:
  - i. Yearly tax filing fees
  - ii. Yearly liability insurance
  - iii. Organization's non-profit status filing fees
  - iv. Any supplies for Boosters related fundraisers and/or events sponsored by CEPFO Boosters
  - v. Banking and check ordering costs

## Exclusions

- I. Pro Shop items, private tumble lessons, competition spectator fees, meals, gas and/or transportation and makeup. Any additional items may be excluded at the discretion of CEPFO Board Officers.

## Inclusions

- I. Athlete(s) competition fees, monthly tuition, uniform (including shoes & bow); hotel costs (see reimbursements for more information), coaches fees, choreography costs, season registration fees, Cheer Energy required practice wear/gear (not including optional Pro Shop practice wear) and USASF membership fee. Any additional items may be added at the discretion of CEPFO Board Officers.

## Membership

- I. \$20 per family, annually.
  - i. This fee is collected to assist in covering the cost to obtain and to retain our non-profit status, yearly tax filing fees, and cost of insurance premiums. For other uses, please also refer to the General Funds section of this document.
  - a. There will be no pro-rating of membership dues.
  - b. Fee should be paid within 15 days after submission of online agreement for membership. Agreement for membership can be found on the Cheer Energy App under "Boosters" and labeled "CEPFO Agreement".
  - b. If membership fee is not turned in within 15 days of agreement submission, this fee will be deducted from your first participating fundraiser, as well as a \$5 convenience fee.
  - c. Fees can be paid by cash or check made payable to CEPFO and should be in an envelope with the parent and athlete's name and dropped into the blue lockbox located in the Pro Shop.
- II. Submission of one CEPFO online agreement per family, completed in its entirety.
  - a. Agreement must be completed and submitted before any available Boosters funds will be credited to your athlete(s) gym account and/or reimbursements will be given.
- III. Any monies earned through fundraising activities will only be credited and available to the specific athlete(s) with whom you specified in the CEPFO agreement. These funds are non-transferrable.
  - a. Only athletes with a complete CEPFO Boosters account may benefit from any fundraising efforts and/or funds raised at a CEPFO Boosters event.
- IV. A non-registered parent or guardian may NOT request account transfers and will not be eligible for reimbursements.
- V. All CEPFO Boosters members and athlete(s) will conduct themselves appropriately in a manner that will reflect positively on the CEPFO Boosters and Cheer Energy AllStars while participating in CEPFO Boosters activities and/or CEPFO Boosters sponsored events.
  - a. CEPFO Boosters Officers reserve the right to immediately terminate your membership due to disorderly conduct.

- b. If membership into CEPFO Boosters is denied or terminated for any reason, any monies paid as membership dues and any monies currently in Boosters account will not be returned.
- VI. All CEPFO Boosters members who choose to prematurely end their membership shall forfeit all membership dues, credits, donations and/or allocations of funds raised by CEPFO Boosters. Those forfeited funds shall be considered part of the General Funds account.
- VII. Should Boosters athlete(s) decide to leave Cheer Energy AllStars at any time or be dismissed from the program; any unused money in Boosters athlete(s) account will be forfeited and shall be considered part of the General Funds account.

### Reimbursements

- I. To be eligible for reimbursements the following requirements must be met:
  - a. Your Boosters account must maintain a minimum running balance of \$200 (after the reimbursement amount) through May 1<sup>st</sup> of the current season.
  - b. Your gym account must be in good standing.
- II. There are certain items and instances where funds may be reimbursed with a valid receipt.
  - a. Valid receipt includes check-in/check-out dates, amount paid, name of business and name of payee.
  - b. Receipt must be turned in by emailing [cheerenergy.pfo@gmail.com](mailto:cheerenergy.pfo@gmail.com) or by placing receipt in blue lockbox (checked once a week) with parent and athlete(s) name.
  - c. Please allow one week (seven days) for reimbursement checks to be cut once valid receipt has been received.
- III. Reimbursement requests may be denied at the discretion of CEPFO Boosters Officers without valid proof of payment/receipt.
  - These reimbursement items include, but may not be limited to:
    - 1. hotel reimbursements – one-night hotel stay for 1-day competitions and two-night hotel stay for 2-day competitions (unless additional travel days are required by the gym for practices, etc.).
    - 2. hotel reimbursements will only be paid out AFTER actual hotel stay and will not be provided for any up-front hotel deposits.
    - 3. cheer shoes – detailed proof of purchase
    - 4. USASF membership dues – detailed proof of payment

### Transfer Requests

- I. Transfer requests must be completed through the online submission form.
  - a. Transfer Request Form can be found under the Boosters tab on the Cheer Energy App, labeled “CEPFO Boosters Transfer Request.”
  - b. All fields must be completed in their entirety including a specific dollar amount of transfer request.
- II. Transfer requests must be submitted by the 20<sup>th</sup> of each month for funds to be applied to the athlete’s account prior to the 1<sup>st</sup> of the upcoming month.
- III. Please allow up to three days for transfer to be applied to your designated athlete(s) account.

### Fundraisers

- I. CEPFO will participate in multiple fundraisers throughout the cheer season. You may elect to participate in as many fundraisers as you wish.
- II. CEPFO will communicate through email, GroupMe and/or CEPFO message board (located in the gym) of upcoming and current fundraisers.
  - a. Turn-in dates and times are non-negotiable.
    - i. If for any reason you are unable to meet the turn-in date and time of a fundraiser, this should be communicated with a Boosters Officer prior to fundraiser deadline.
      - 1. IF alternate turn-in date/time is available, we will try to make accommodations, but all attempts to meet turn-in deadlines should be made.
        - a. It should be noted that other accommodations may not be available and any monies collected for that fundraiser of which the deadline was missed, will be at the responsibility of the boosters member to return to those individuals as needed.
- III. No Boosters member, other than the named Boosters Officers should, for any reason, contact fundraising companies of which we are participating in as a group. If there are questions pertaining to a current fundraiser, questions should be directed to the Boosters Officers.

## Checks

- I. All checks submitted to CEPFO must contain CEPFO Boosters athlete's name in the memo field.
- II. All checks should be made out to CEPFO or Cheer Energy Parent Fundraising Organization.
- III. Should a check be returned for non-sufficient funds, it is the responsibility of the Boosters member to contact the individual of whom wrote the check to collect those funds.
  - a. The individual will also be assessed a fee of \$10 for returned check, set forth by the bank.
    - i. Should this fee set forth by the bank increase, that fee will then be assessed.
  - b. Any bank fees associated with the returned check, as well as the original amount of the check will be taken from the athlete's Boosters account until those funds are collected.

## Seniors

- I. Boosters athlete(s) who are aging out of Cheer Energy AllStars, also referred to as "senior athlete(s)", who finish the entire senior season, and who have remaining funds in excess of \$20 in their CEPFO Boosters account at the end of the season, shall have the option to "sponsor" any current boosters athlete(s) of their choosing.
  - a. Any funds available up to \$20 shall be donated to the General Funds account.
  - b. For funds in excess of \$20, the senior Boosters athlete may transfer their remaining funds to one or more current Boosters athlete(s) of their choosing.
    - i. The athlete(s) for which the funds will be transferred to must having an outstanding Cheer Energy AllStars balance and/or must be returning to Cheer Energy AllStars for the upcoming season.
    - ii. The athlete(s) for which the funds will be transferred to must be current Boosters members - prior to sponsorship.