

**Troop 167 Campouts/Events Payment/Reimbursement Policy**

6/2009

- ❖ Payment dates will be scheduled in advance of respective event (typically two weekly Troop meetings).
  - ❖ Scouts and Troop families will be notified via announcement at weekly meeting, email and Troop website if possible.
  - ❖ Payment dates may vary based on specific event and the need for advanced registration.
  - ❖ Troop Cashier will be available from 7- 8 P.M. to accept payments on the scheduled dates.
  - ❖ Troop Cashier will be available from 7- 7:30 P.M. to accept reimbursement requests during two meetings immediately following each event.
    - ❖ All payments should be made exclusively to one of the two Troop Cashiers: (currently Camille Knopps and Nancy Kumor)
      - ◆ Checks and Scout Bucks are the preferred form of payment while cash/money orders are options.
      - ◆ Checks should be made out to: Troop 167.
      - ◆ Checks should have event name on memo line.
      - ◆ Checks with last name that is not the same as scout's should note scout's last name on check.
  - ❖ Troop Cashier will issue receipts for all transactions:
    - ◆ Including payments in the form of checks, scout bucks and cash/money order.
    - ◆ Reimbursement requests in the form of receipts for food, gas and event related fees.
  - ❖ Reimbursement requests should be submitted within two weeks of respective event.
  - ❖ If a Troop Cashier is not available to collect payment and/or reimbursement request then transaction will be postponed to a future date.
  - ❖ Payment and/or reimbursement request should **NOT** be given to other Troop or Committee personnel.
  - ❖ Troop Treasurer will also be present during scheduled dates when possible.
  - ❖ Troop Cashier shall deliver all payments, reimbursement requests, and related receipts to the Troop Treasurer in person as soon as possible.
- \* Troop Scoutmaster may request event registration fee/cabin rental reimbursement directly from Troop Treasurer if needed.

 Return to the Troop Cashier-----

I, \_\_\_\_\_ Parent/Guardian of Scout: \_\_\_\_\_ understand and agree to the terms for payment and /or reimbursement from Boy Scout Troop167.

\_\_\_\_\_  
Signature of Scout 167 Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Scout 167 Parent/Guardian

\_\_\_\_\_  
Name of Scout