**Gypsy Booster Club Frequently Asked Questions (FAQs)**

* **What is the Gypsy Booster Club (GBC)?**

The GBC is a 501(c)(3) non-profit organization created to assist athletes on competitive teams at Gleasons. One of the main ways we are able to accomplish this is to organize fundraising opportunities for your athlete to help with related expenses. The GBC is run by the GBC board.

The GBC is separate from Gleason’s and your booster club account is managed separately from your Gleason’s account.

* **Who is on the GBC board?**

The Board of Directors are elected by athletes’ families and represent each of the competitive teams. Each position on the GBC board holds a two-year term. The Board includes:

President

Vice President

Treasurer

Secretary

Team Representatives: (Tramp & Tumbling, Girls Compulsory, Girls Optionals, Xcel & Boys)

Please see the GBC bulletin board in the hallway at Gleason’s or refer to the GBC page on the Gleason’s website for a list of current GBC board members as well as contact information.

* **Who can participate in the GBC?**

The GBC Board holds monthly meetings. Typical meetings include status of completed and upcoming fundraisers, Treasurer’s Report and President’s Report as well as other business that comes up. If you would like a specific item discussed, please let your team rep know! Minutes from these meetings are available on the Gleason’s website. (Go to the “Teams” and the Eagan Booster Club is an option.)

* **How do fundraisers work?**

Each of the teams are assigned to coordinate fundraisers throughout the year. The team rep from the assigned team will contact parents to look for volunteers to help with the fundraisers.

At the beginning of the fundraiser, each team rep will send out an e-mail to athletes/parents giving details about the upcoming fundraiser. **It’s very important that your current email address is on file with your team rep so that you receive these e-mails!** Fundraising forms are distributed via the file folders set up for each team in the hallway by the booster club mailbox or sent electronically through an email.

Fundraisers are optional for each athlete. You can participate in all, one or none of them. Fundraiser profits are tracked by family, so an athlete that does a lot of fundraising will directly see the impact of that fundraising. Conversely, if an athlete does not participate in fundraising, they will not have profits available to apply towards eligible expenses.

Please be mindful of the volunteers coordinating the fundraisers:

* Make sure that orders are turned into the GBC box on the wall in the hallway on time
* The full amount due must be turned in with your order for the order to be placed
* Whenever possible, please write a single check for the entire order amount
* Mark the delivery dates and times on your calendar and pick up product within the specified window! If you find you are unable to pick it up yourself, please find someone else to pick it up for you. Gleason’s does not allow us to store fundraiser items at the gym, nor do they have freezer space to store frozen items that have not been picked up.
* If you sign up to cover a shift for a fundraiser (ex. At the Gypsy Flyer Invitational or selling items at a fundraiser booth) please show up!
* **What are eligible expenses that can be paid from my booster account?**

Any athlete expenses incurred from competitions are eligible to be reimbursed. This includes:

* Team fees
* Meet fees
* USAG annual fee
* Travel expenses for the athlete: (hotel room, airfare, etc.)
* Competition leos and warmups
* Equipment (Tramp shoes, grips, tape, etc.)

Tuition is **NOT** considered an eligible expense to be paid from your booster account.

* **What are the planned fundraisers for the 2018-2019?**

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| --- | --- | --- |
| Fundraiser | Timeframe | Coordinating Team |
| ButterBraids | August-September | T&T |
| Used Leo Sale | September | Girls Compulsory |
| Gertens Holiday Greenery/ and Gift Cards | October-November | Xcel |
| Heggie’s Pizza | January | Boys |
| Gypsy Flyers Meet (T&T meet, but is open to all teams to participate) | January | Gypsy Booster Club with Gleason’s |
| Pahl’s Market Spring Plan Sale/ Gerten’s Gift Cards/Plant Sale / Droolin Moose | April-May | Xcel |
| Von Hanson’s brat stand | summer | T&T |
| Scrip fundraiser | on-going | Gypsy Booster Club |

* **How do Team Fees work?**

Each year, Team Fees are assessed to each athlete on a competitive program. In October each team turns in a budget for expected travel costs for coaches for the season. Based on the budget and the number of athletes on the team & team level each athlete is charged a portion of the cost. (Higher level teams will have higher team fees than lower level teams.) This share is known as your Team Fee.

Gleason’s charges Team Fees directly on your gym statement (along with tuition, leos, meet fees, etc.) Team Fees are the only expense that is automatically paid through your booster club account directly to the gym. When Team Fees are assessed, the treasurer will check the balance of your booster account (from fundraising efforts). Any credit in your account is paid to Gleason’s by the GBC up to the amount charged that month. Any outstanding credit (after payment from your booster account is applied) will be paid by you on your Gleason’s statement.

* **What is the timing of billing and disbursements/reimbursements?**
* Gleason’s tuition invoices are (typically) billed on the 15th of the month
* Team fees that are billed for the month are provided to the GBC treasure by the 5th of the month.
* Team fee credits from your booster account will be applied to your invoice prior to the next billing cycle
* Meet fees and additional expenses will be billed at the time they are incurred.
* Automatic billing to credit cards should be expected to run 2 times a month

All questions about billing should go to the Gleason’s billing office at 651-454-6203.

For reimbursements submitted through the booster club box that you would like to have applied towards your unpaid invoice, please allow enough time for the processing by both the GBC treasurer as well as the Gleason’s office staff. **This means the request needs to be submitted no later than the 20th of a month.**

* **How do I get reimbursed for expenses other than team fees?**

Reimbursement forms are posted on the bulletin board in the hallway by the booster club box.  Please fill out the form completely, attach any required documentation and turn it into the booster club box.

If the expense is turned in prior to incurring the expense (ex. Leo that will be charged to your bill), the treasurer will submit a payment to Gleason’s on your behalf from your booster account. That cost will be subtracted from your Gleason’s bill.

If the expense is turned in after you have already paid the expense (ex. Hotel room), the treasurer will make the disbursement from your booster account and mail it to you.

**Please remember, all expenses submitted for reimbursement need to have attached documentation for the expense, such as a receipt.**  For reimbursements paid directly to Gleason’s (before you’ve paid the charge), please print off the billing statement from the online parent portal showing the expense and attach it to your disbursement request.

For reimbursements being paid directly back to the parent, please submit a receipt or other proof that the expense has been paid (ex. credit card statement).  A parent portal printout can also be submitted as long as it shows both the charge **and** the payment.

* **How do I know how much money in in my booster account?**

Our goal is to send you a booster club statement each month during the competition season. This statement will typically be sent after team fees and credits have been provided to Gleason’s for invoice adjustments and it is separate from your Gleason’s account. The GBC statement is independent of your Gleason’s invoice as well.

Only families that have (or have had) a balance in their account throughout the year will receive statements. Keep in mind there are no charges associated with participating in the GBC, and your booster account will only show a credit or zero balance.

During the 2017-2018 season, the GBC switched to using QuickBooks Online for managing our booster club statements. **This software also allows you to have real-time access to your account balance.**

What you will see:
• The e-mail sent from QuickBooks contains the link to your account statement using the "view PDF." (Save the QuickBooks e-mail for future reference and it will update with current account information.)
• Any positive balance means that you have a credit available in your account for use. (The e-mail will say that you have a balance due, but it's a standard template that can’t be changed. The statement itself has been modified to show that this means you actually have a positive account balance.)
• If you have a $0 balance, the statement will show “Paid”. You don’t need to do anything.

You are also welcome to direct inquiries to the GBC e-mail address gbclub2015@outlook.com and we’d be happy to send you a copy of your booster club statement.

* **What happens to remaining balances in an athlete’s account if they leave their program?**

Because GBC is a 501(c)(3) non-profit organization, we are only allowed to make reimbursements for eligible expenses incurred. We cannot just write you a check for remaining balances in your account. If you leave a competitive team, it is your responsibility to find out if you have any money left in your booster account. If there is money left, you must fill out a reimbursement form with documentation from the current competition season in order to be paid. If an athlete leaves in the summer between seasons, they will have until December 1st of the current year to submit expenses from the season just completed. Any remaining funds as of December 1st will be transferred to the GBC administrative account to be used for running the booster club.

* **What is the Gypsy Booster Club Annual Administration Fee?**

Effective 7/1/19, the GBC will collect an annual administration fee of $10 for each family that participates in fundraising. This fee will be deducted from your first GBC statement after 7/1/19 and annually on or after July 1st. If you do not participate in fundraising through the GBC, you will not be assessed this fee. The annual administration fee will help the GBC pay for software licensure and fundraising materials. In the past, GBC used booster club profits from athletes that left a balance in their GBC after leaving the gym. These funds are limited and the GBC remains a non-profit organization run solely by parent volunteers.