



## Team Booster Account Information

### How do I set up a Team Booster account?

Please send an email with the team name and number to [Boosters@firstwa.org](mailto:Boosters@firstwa.org).

### How do funds get into my Booster account?

Donations that are earmarked for your team are placed into your booster account.

These come in the form of donations through our online giving sites.

TEAM NUMBER MUST BE ASSOCIATED WITH THIS DONATION.

Please remember to tell all donors to identify the team number on their donation (There is space to add the team number either in the comment section or dedication section under "Dedicate this Gift".)

### How do I access funds in my Booster account?

To utilize Booster funds to support team expenses, a reimbursement request needs to be submitted.

### How do I request a reimbursement?

Please complete the reimbursement spreadsheet, listing all expenses relating to team purchases, and email that sheet (along with your scanned receipts) to [Boosters@firstwa.org](mailto:Boosters@firstwa.org).

[Click here for spreadsheet](#)

If it is not immediately clear as to what the item is, or how it will be used to enhance the team, please provide a short explanation for that particular item (this will help to eliminate a delay in getting reimbursed).

During the fall and winter months, reimbursement payments are processed once a week. During the spring and early summer, they are processed more often.

Once your reimbursement is approved, it will take about 10 days to receive the reimbursement in the mail. (Currently, we are processing checks through our bank, BECU, and they only send paper checks at this time.)

### What are legitimate expenses?

Legitimate expenses may be paid for out of your team funds including, but not limited to:

- a) Robot parts
- b) Participant travel expense and meals
- c) Team registration fees
- d) Non-teacher coach stipend

Expenses that are not considered valid include, but are not limited to:

- a) Non-participant travel
- b) Legal and compliance fees
- c) Personal bills

\*If you are uncertain an expense would be a legitimate team expense, please contact [Boosters@firstwa.org](mailto:Boosters@firstwa.org) for prior written approval.