

ΑΦΩ

Alpha Kappa Term – Financial Policies Finance Vice Presidents – Alejandra Chavez & Raymond Mai

Regular Reimbursements: https://docs.google.com/forms/d/1nVklH5ADhiqj-Tw_VeAO_fY8etdf-dsd2SP_8TPN-LA/viewform

POLICIES: Regular reimbursements will be given within 2 weeks of the approved reimbursement at the following CM. You qualify for a reimbursement if all four applies to you:

- The purchase relates to an expense under the budget approved at CM3
- The respective executive committee member approves
- The timestamp on the form is within 2 weeks of the purchase
- A receipt is presented to a Finance VP within 2 weeks of the purchase

Gas Reimbursement Form: <https://docs.google.com/forms/d/1YoXW0J6pQY6Ue6KHfFeKBHepVPYShYR1o144KaTL34Y/viewform>

POLICIES:

- You are limited to 150 miles roundtrip per event
- Gas Reimbursements are \$0.21 cents/mile driven
- **GOOD STANDING ACTIVES:** In order to receive a reimbursement, you must have driven 2 good standing actives and/or pledges
- **BAD STANDING ACTIVES:** In order to receive a reimbursement, you must have driven 3 good standing actives and/or pledges
- In order to receive the gas reimbursement, you must have the form filled out within a week after the Alpha Kappa Banquet
- You will receive your gas reimbursement at the latest by CM1 of Alpha Lambda term

“Feedback System” Form: https://docs.google.com/forms/d/1taJJuFlj_VRgJvSE0lQRiVbqurqymkO_GoTIEhEXQok/viewform

- You can utilize the Feedback System for all recommendations, suggestions, questions, and comments
- If you would like a response, please leave your email address at the end of the Google Doc text form
- ALL complaints shall only be taken in consideration through the “Feedback System”, not in person

Fundraising Requirement

- Each individual must *fundraise* \$20 for the term
- Pay-off Policy: Maintained at a 2:3 ratio
- After \$30 of fundraising, anything made after will be reimbursed
- **Chairs of Fundraising Events:** The overall chair and/or chair of the last shift must record the total amount of money fundraised from the respective fundraising event when filling out their event evaluation. This will ensure accountability as well as serve for documentation purposes.

Expectations

- Promote financial responsibility
- Solidify chapter finances
- Maximize the amount of non-recycling fundraisers