

## HBC Payment Methods

There are 3 payment methods for making payments to the Heartland Booster Club.

*Note: Fundraisers/Sponsorships are only turned in by cash or check for accounting and record-keeping purposes.*

### **Division of Duties:**

- *Heartland Office, the office will not be able to answer any HBC-related questions.*
  - *Enrollment management*
  - *class fees and monthly class payments*
  - *class make-ups*
  
- HBC (Sarah if your contact)
  - *HBC account balance*
  - *Meets – fees due, deadlines, schedules, meet entries, inquiries*
  - *Fundraising – restaurant nights, pastries, sponsorships, etc*
  - *Billing of Coaches fees and expenses, uniforms (leo, sweats, bag, shirts), choreo, music, camps, clinics, etc*

**\*Reminder - no Fundraisers (including sponsorships) are allowed in the drop box or handed into the office. There will be a specific drop-off window when Sarah will be in-house to collect. Instructions for early turn-in will also be included on the fundraiser's info sheet. Meet Fees may be left in the dropbox.**

**Cash or Check:** Cash must be in a sealed envelope clearly marked with the gymnast's name, the amount enclosed, and what you are paying for. Checks are payable to HBC with the same description in the check memo. Checks can only be written for the amount of one payment type. Multiple meet fees cannot be paid on one check. Ex. please do not write a check for Salina Y and Garden City meet fees on the same check. Alternately, families may pay siblings on the same check for the same event/item. Both will be put into the drop box located in the lobby to the left of the office window.

**Requisition:** Requisition Forms are how you pay for HBC items with funds from your HBC account (funded by fundraising or personal deposits). There are forms in the office in the folders above the candy machines in the lobby. You can also fill out an online form at <https://heartlandgymnasticschays.com/reqform/>

**Online Payment:** Heartland Booster Club Online Payment Policies

All HBC ByLaws and Expense Expectations still apply to all payments.  
This account is for Heartland Booster Club payments only.

The online payment portal of **Venmo** will be used. Funds will be held there and deposited into the HBC bank account monthly.

A an apprx 2.5% fee **MUST** be included in YOUR payment. This surcharge is charged to HBC when we deposit the funds. You will be billed for the surcharge if it is not included in your payment.

Each payment transaction must include the following in the notes:

- Gymnast first and last name

- What you are paying for (meet name, uniform, etc), please be very specific just like you are required for check memos and cash payments

Items that can be paid via HBC Venmo:

- Meet Fees
- HBC Dues
- Uniforms/Grips
- Camps/Clinics
- Coaches Fees & Expenses
- HBC Fund account deposit (for Requisition use)

Items that cannot be paid via HBC Venmo

- Class fees
- Gym events (KNO, OG, etc)
- Fundraisers (Sponsorships, pastries, etc)



@HeartlandBoosterClubHays

**Abuse of any of these policies may result in discontinuance of the ability of the payment method for all.**