

## HOW TO ACCESS YOUR IFA FUNDS

90% of all funds raised by a member through fundraising and/or private sponsorship are accounted for in individual family ledgers. These funds can be used to offset many of a member's all-star cheer expenses, including uniforms, practice wear, cheer shoes, choreography, makeup, fees, camps, and travel expenses (Please refer to "Covered Expenses" on Membership page). To be reimbursed for a cheer related expense, the member must submit a Transfer Money Request (only if athlete's gym/program is partnered) or Pay Out form with all necessary documentation.

**Please download Venmo on your phone and friend @SHADES-Association. This will be the app that SHADES will use to transfer money easily to and from IFAs and for fundraisers.**

**All documentation is required to be submitted no more than 30 days after the expense was incurred. Proof of Travel/Stay is due within 30 days of travel.**

**Note: If documentation is not received within the time allowed your IFA maybe placed on suspension. If the amount received does not match the cost incurred the difference must be reimbursed to your IFA within the amount of time allowed or your IFA will be subject to suspension. If IFA has been in suspension for more than 90 days – your membership is subject to termination.**

**ANY QUESTIONS PLEASE CONTACT: [ACCOUNTING@SHADESASSOCIATION.ORG](mailto:ACCOUNTING@SHADESASSOCIATION.ORG)**