



*Exploring the World of Science*

New York State Science Olympiad, Inc.  
4835 Sweet Road  
Manlius, New York 13104-1415  
[www.newyorkscioly.org](http://www.newyorkscioly.org)

**Regional Allocations, Expense Reimbursements, and Fundraised Funds:**

New York State Science Olympiad, Inc. (“NYSSO”) appreciates the work of all those who volunteer their time during all the Tournaments that are conducted throughout New York. In particular, NYSSO appreciates all those who lend their time and expertise to write examinations, serve as Event Supervisors, and others who assist in the administrative tasks of the Regional Tournaments.

In recognition of their time and services, NYSSO seeks to reasonably reimburse those who participate in the Regional Tournaments.

**THEREFORE,**

1) Regional Allocations & Expense Reimbursements:

- a) Regional Site Coordinators shall be reimbursed for expenses on a scale to be determined each year by the NYSSO Board of Directors. As of the date executed below, and unless otherwise notified, the current scale for reimbursements is as follows:

1-9 Teams .....	\$450.00
10-19 Teams .....	\$475.00
20-29 Teams .....	\$500.00
30-39 Teams .....	\$525.00
40-49 Teams .....	\$550.00
50-59 Teams .....	\$575.00
60+ Teams .....	\$600.00

- b) All reimbursement request vouchers must be on NYSSO’S Reimbursement Request Voucher Form.
- c) All reimbursement request vouchers must be accompanied by the appropriate documents. This documentation includes, but is not limited to, itemized and original receipts, EZPass statements, and Google Map print-outs.
- d) Meal reimbursements are only for Regional Tournament officials. NYSSO will not reimburse for meals purchased for teams and/or competitors.
- e) **Alcohol:** NYSSO shall neither pay, consider, nor reimburse expenses for the purchase of alcoholic beverages. This applies to all NYSSO Board Members, agents, representatives, etc. without exception.
- f) Non-consumable supplies (e.g, timers, photogates, scissors, etc.) become the property of NYSSO.
- g) All Reimbursement Request Voucher Forms must be submitted to NYSSO’s Treasurer no later than May 31<sup>st</sup> of the Tournament year for which it was submitted.

2) Fundraised Funds and Disbursements:

- a) In order to qualify for tax donation status, all funds raised by a region must be in the name of the New York State Science Olympiad, Inc.
- b) All funds raised in the name of the New York State Science Olympiad, Inc., but earmarked for a specific region, must be forwarded to the Treasurer of NYSSO's Board of Directors.
- c) These funds will be deposited into NYSSO's corporate account.
- d) Only the funds raised specifically for a region will "roll over" beyond NYSSO's fiscal year.
- e) All reimbursement voucher requests for these specific funds must be on NYSSO'S Reimbursement Request Voucher Form.
- f) All reimbursement request vouchers must be accompanied by the appropriate documents. This documentation includes, but is not limited to, itemized and original receipts, EZPass statements, and Google Map print-outs.
- g) All Reimbursement Request Voucher Forms must be submitted to NYSSO's Treasurer no later than May 31<sup>st</sup> of the Tournament year for which it was submitted.
- h) The Treasurer of NYSSO's Board of Director's shall keep an accurate accounting of each Region's donations, funds, expenditures, etc. In the event of an discrepancy between the Region and the Treasurer, the latter's records will be considered final.

*Any questions or concerns regarding this policy should be directed to the President and the Treasurer of NYSSO's Board of Directors.*

Submitted, Reviewed, and Approved by NYSSO BOD Dated: Saturday, September 9, 2017	<p style="text-align: center;"><u><i>/s/ John J. Beauregard</i></u> John J. Beauregard, Secretary NYSSO Board of Directors</p>
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