**2023-24 Reimbursement Form for District Expenses or Project Seed Funds**

*Your team can request up to:* **1)** **$500** for Project Seed Funds and **2)** **$300** for District Expenses (e.g., substitute teachers; transportation to YES! events). After expenses are incurred, please submit this form and receipts as soon as possible. This form and receipts must be received by **May 31, 2024**.

 

Date:

Team Name:

Coach Name: 

Please make check payable to:

 Name of School/District:

 Street Address:

 City:

 State:

 ZIP:

 

| **District Expenses** | **Date Incurred** | **Cost** |
| --- | --- | --- |
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| **Please provide proof of payment for district expenses.** (e.g., paid invoice for transportation to YES! event; district statement showing cost of sub. teacher) | **Subtotal** Not to exceed $300  |  |
| **Project Seed Funds***see reverse for details* | **Date Incurred** | **Cost** |
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| **Please attach all receipts to this form.** | **Subtotal**Not to exceed $500 |  |
| **Coach Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **TOTAL** |  |

**Eligible and Non-eligible Expenses for Project Seed Funds**

Examples of eligible and non-eligible expenses for your YES! team’s Project Seed Funds are listed below. Eligible expenses can be submitted to Prairie Woods ELC for reimbursement. Non-eligible expenses CANNOT be submitted for payment unless expressly pre-approved.

***\*Please submit your Reimbursement Form and receipts***

***as soon as possible once costs have been incurred\****

***Eligible* Expenses**

Before making a purchase, contact your YES! Coordinator who will confirm that the expense is appropriate and reimbursable.

* Solar and wind project supplies
* Renewable-energy demonstration materials for educational events
* Energy-saving devices that will be installed at school or in a public building
* Equipment for tracking/measuring energy consumption and savings
* Equipment for tracking/measuring water consumption and savings
* Containers and signage for recycling/composting
* Cleanup-event supplies (e.g., orange safety vests; gloves; bags; trash-grabber tools)
* Materials to build animal homes/shelters
* Seeds or other materials for creating a pollinator garden or school garden
* Prairie plants for rain gardens to help reduce runoff/erosion
* Educational signage for a garden
* Kit to build an aquaponics system
* Hydration station and installation
* Pet-waste station at a city park
* Equipment for tracking/measuring water consumption and savings
* Water saving devices that will be installed at school or in a public building
* Water conservation kits to distribute in the community
* Water-testing kits and supply refills
* Materials for water education activities and demonstrations
* Professional or technical services with qualified individuals for consultation or labor relating to team action projects

***Non-Eligible* Expenses**

The following costs will NOT be reimbursed by Prairie Woods ELC/YES!:

* T-shirts, food, prizes, entertainment, decorations, gifts
* Office supplies and equipment
* Conference registration, advertising, and marketing expenses
* Communications expenses (postage, web access, phone)
* Purchase of communication devices (pagers, cell phones)
* Fundraising supplies
* Payment of $600 YES! team participation fee