

Kares 4 Kids

Flex Funds Reimbursement Guidelines



In order to assist with ease of access to Flex Funds, as well as maximizing their impact on donation, we have set up the following guidelines.

Once the Kares 4 Kids Ambassador and Leadership team (Team Leader and/or ALC Culture Committee) have finalized the decisions on where to use their Flex Funds, the following steps should be taken to ensure prompt reimbursement of funds:

1. You may purchase items being donated to children's charities by using the office operating account.
2. You may use the office American Express card for purchases. The card needs to be returned to the office the same day that it is used, no later than 4:00pm in order to maintain this privilege.
3. If the market center decides to have Kares 4 Kids write a check directly to the charity to fund the items that the charity needs, then the following additional steps should be taken to help nurture our culture of hands-on giving and service:
 - a. A charity representative should attend an office Business Meeting to accept the check in person, to tell their story of how the Kares 4 Kids donation helps the children they serve, and to provide flyers or other information that explains how our agents can connect with the organization, and;
 - b. Ask the charity to give our agents a chance to be involved in a hands-on manner, by attending a volunteer session, helping, etc.
4. For timely market reimbursement, please submit the following:
 - a. Receipts/copies of receipts for all purchases for items #1 or #2
 - b. Charity information/documentation for #3 to include their 501C3 IRS document, their mailing address, contact person, email and phone numbers, as well a list of how the funds will be used.

Thank you for all of your efforts to help children in need. We are here to support you!