



1. What is District Bucks?

District Bucks is an account that the district runs for your club. Every time the club earns District Bucks, the money goes into the club's District Bucks account. A club can use the money in the account to be reimbursed for specific club expenses (as described in #4).

2. Why did District 33 start the District Bucks?

Previously money awards were only paid using Toastmasters International (TI) Gift Certificates, which can only be used to purchase items from the TI store. Use of this new District Bucks Program provides clubs with more money to cover more club expenses.

3. What is the difference between TI Gift Certificates and District Bucks?

TI Gift Certificates are used only to purchase items from the TI store. To redeem, they must be mailed to World Headquarters with an order form that lists the items to be purchased. TI Gift Certificates are given to clubs when awards are announced during the District Annual Conference (held April 29-30, 2022 this year) and end of the year awards and recognition event (generally held after the program year around late August-early September). TI Gift Certificates have an expiration date of about 2 years.

District Bucks can be used for club expenses or purchases from the TI store. Clubs are reimbursed up to the amount held in the club's District Bucks account. The funds are accessible throughout the Toastmaster year. Clubs must first incur the expense and submit the receipts and form to the Finance Manager for reimbursement. Upon approval, payment will be made. **Reimbursements using District Bucks must be submitted no later than June 15, 2022.** Any remaining balances in a club's District Bucks account will be paid out in TI Gift Certificates to the closest \$5 increment.

4. What are the club expenses that clubs can be reimbursed using District Bucks?

In general, expenses that support the club mission and club's membership building strategies are allowable expenses. This includes equipment for online meetings like cameras, microphones, ribbons, pins and other items the club needs to conduct business. Purchases of items from the TI store are also allowable. Other allowable expenses include Zoom account expenses, Canva account expenses, room rentals for meetings and/or club events, and open house expenses. Questions concerning allowable expenses are directed to the Patrick Chandler, DTM, Finance Manager at finance@d33tm.org.

5. What expenses are not allowed?

Alcohol and gift cards.

6. What incentives are awarding District Bucks?

The [updated District 33 Incentives](#) include new incentives that award District Bucks.

7. How does a club submit a reimbursement using the money held in the club's District Bucks account?

When the club purchases an approved item, they submit the expense receipt(s) and form to the Finance Manager. The item cost must be equal or less than the money accumulated in the club's

District Bucks account. There are two ways that clubs may be reimbursed: by check or electronic deposit into the club checking account.

To be reimbursed by check, a copy of the receipt(s) clearly showing the item purchased, amount and date of purchase and [TI Voucher for Reimbursement form](#) must be completed by the person submitting the expense on behalf of the club. The receipts and Voucher for Reimbursement form can be scanned and emailed to the Finance Manager at finance@d33tm.org or mailed (please contact the Finance Manager for the mailing address).

To be reimbursed by electronic deposit to a club bank account, the club must set up a Concur account and use the Concur system to enter expense information, upload copies of receipts and submit through the Concur system. To set up a Concur account, please contact the Finance Manager at finance@d33tm.org

Both methods of reimbursements --- by check and electronic deposit --- requires review and approval by the Finance Manager and District Director before disbursement.

8. How long can District Bucks be used?

Throughout the year but before June 30, 2022. Since this is a pilot, the continuation of the District Bucks is not guaranteed in 2022-23. This decision will be made by the District 33 Director-Elect for 2022-23.

9. The District Bucks program started in January 2022. Can a club use the money in their District Bucks account for expenses before January 2022?

No. Expenses must be incurred January 1 – June 30, 2022.

District Bucks must be used before June 30, 2022. This means that the paperwork for the expenses cannot be processed after June 30, 2022. To ensure that District Buck expenditures are honored through District Bucks in the 2021-22 Toastmasters year, all District Bucks expenditures must be submitted by June 15, 2022 to District 33's Finance Manager.

Any remaining balances in a club's District Bucks account as of June 30, 2022 will be paid out in TI Gift Certificates to the closest \$5 increment.

10. How can I check how much is in my club's District Bucks account?

A [D33 District Bucks Club Account Status](#) spreadsheet is available online for clubs to look up.

11. Why is this a "pilot" District Bucks program?

The District looked into other reimbursement methods other Districts use for their incentive programs. The District Bucks program is one method used. It is a pilot to allow us to learn how best to set the program up that is not administratively burdensome to implement and manage and benefit clubs. The lessons learned will be shared with the District 33 Director-Elect for 2022-23 to determine the continuation of the program for the next Toastmaster year.

12. Who do I contact if I have additional questions about the District Bucks program?

Please contact District 33 Finance Manager, Patrick Chandler, DTM at finance@d33tm.org