

Minnesota Soybean County Program Reimbursement Guidelines

How to receive reimbursement for activity.



Reimbursement process overview.

Organized soybean counties can claim up to \$4,000 in reimbursement per fiscal year (Sept. 1 - Aug. 31) for promotion and education activities that promote soybeans or soybean checkoff initiatives. **No legislative or public policy events or messaging can be reimbursed through this program.**

To obtain reimbursement, complete the county promotions reimbursement claim form and submit to your County Program Specialist at the MN Soybean office. This can be done via mail or email. **The reimbursement claim form can be found at mnsoybean.org under county resources.**

Claim forms must be accompanied by ALL supporting documentation of the activity.

For additional questions on required documentation, contact your County Program Specialist, or use the checklist on the reimbursement claim form.

Reimbursement claim form deadline.

It is the responsibility of the county to submit claims in a timely manner. Submission within 60 days of each activity is highly recommended.

The final deadline for claims is **August 15th of the current year.**

Expenditures occurring in late August may be submitted for reimbursement in the next fiscal year.

Guidelines on how to be reimbursed.

In order to be reimbursed, the activity, event or promotion must:

- Promote soybeans, soybean farming or a checkoff priority message;
- Be open to all soybean producers in your area - not just MSGA members;
- Attribute the soybean checkoff via tagline or official Minnesota Soybean Research and Promotion Council logo.

Checkoff tagline: *This message is brought to you by the _____ and the soybean checkoff.*

If activity is a joint effort with MN Corn, only the soybean portion will be reimbursed through our county program.

Other recommendations.

To be sure your activity, event or promotion is reimbursed:

- Work directly with your County Program Specialist for appropriate messaging, attribution and logo requirements;
- When/if possible, make all material/information requests two weeks prior to ensure your activity, event or promotion can be reviewed and approved in a timely manner;
- Remember - **each idea must promote soybeans.** Ask yourself. How does this relate to promotion, education, research and/or information about the soybean industry.

New idea? No problem!

Work with your MN Soybean County Program Specialist if seeking reimbursement.