



# Small Groups Childcare Reimbursement Form

## Reimbursement Process and Policy

- This form is for those who...
  - are currently experiencing financial hardship and need assistance
  - are attending *one* registered Helena First Small Group per semester.
- Schedule and pay for your own babysitter OR invite group members to pitch in and pay for a babysitter to watch the group's kids.
- Reimbursement is capped at \$25 per event for one child and up to \$30 for two or more children. Feel free to be generous with your sitter by paying beyond these amounts. If you pay less than the caps, *only request reimbursement for the amount actually paid.*
- If free childcare is offered at the church at the same time, reimbursement is not available.
- Fill out one form per month and submit requests by the 15<sup>th</sup> of the following month.
- Checks are mailed within three weeks after receipt of the form.
- Helena First is unable to select, recommend, hire, or pay babysitters.

Name of Small Group Leader: \_\_\_\_\_

Date of group: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Name of childcare provider: \_\_\_\_\_

Date of group: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Name of childcare provider: \_\_\_\_\_

Date of group: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Name of childcare provider: \_\_\_\_\_

Date of group: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Name of childcare provider: \_\_\_\_\_

Date of group: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Name of childcare provider: \_\_\_\_\_

Please reimburse me (*cannot be the babysitter*) up to the allowable limits:

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

Current Leader?  
 Yes  No

\$ \_\_\_\_\_  
*Amt. Allowed*

\$ \_\_\_\_\_  
*Amt. Allowed*

\$ \_\_\_\_\_  
*Amt. Allowed*

\$ \_\_\_\_\_  
*Amt. Allowed*

\$ \_\_\_\_\_  
*Amt. Allowed*

=====  
\$ \_\_\_\_\_

TOTAL

Date Paid:

By: