

April 2023

## CHERRY HILLS VILLAGE RECREATION REIMBURSEMENT FORM

**DEADLINE:** All reimbursements are due by **4:30 PM** on the **second Friday in January** for the previous year's submissions. **NO EXCEPTIONS!!!**

Name \_\_\_\_\_  
*First* *Last*

Address \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Email \_\_\_\_\_

**INSTRUCTIONS:**

List your receipts one activity at a time in the lines below. **Attach your original itemized receipt(s)** that include the participant's name, address, name of agency, name of activity, activity fee(s) and activity date(s).

Participant's Name	Relationship to Applicant	Name of Agency	Activity Name	Activity Fee	Office Use

I would like to donate:

\$25     
 \$50     
 \$75     
 \$100     
 Other \_\_\_\_\_

of my reimbursement to the Catherine Anderson Fund for the acquisition and protection of parks, trails and open space lands in Cherry Hills Village.

We appreciate your donation. Your donation is tax deductible. The City will send you a tax receipt.

I certify that:

- I have attached receipts for all listed activities
- All listed activities were paid for in the year I am requesting reimbursement
- If this is my first year participating in the program, I have attached proof of residency

I hereby affirm that I am a resident of Cherry Hills Village, Colorado and the recreation expense(s) listed above have been used by and paid for by myself or a member of my household.

**Resident Signature:** \_\_\_\_\_

*Office Use Only*

Approved by (staff initial): \_\_\_\_\_

Reimbursement Amount \_\_\_\_\_ Donation Amount \_\_\_\_\_

Reimbursement Account No.: 30-432-6069 Donation Account Number 08-320-3221

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

## **CHERRY HILLS VILLAGE RECREATION REIMBURSEMENT RULES**

Residents of Cherry Hills Village (primary residence only) who participate in a recreation program, activity, class or event offered by a municipal or special district recreation department, a non-profit youth sports organization or any municipal golf course located within the seven-county Denver metropolitan area (Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Jefferson) may be eligible for a partial reimbursement of certain costs from the City of Cherry Hills Village. For purposes of this program, “youth sports organization” shall mean a sports organization whose primary purpose is to provide recreational activities for primary or secondary school students.

### **REIMBURSEMENT PROVISIONS**

Each primary household in Cherry Hills Village is eligible for a maximum \$500.00 annual reimbursement when participating in an activity that qualifies for reimbursement. The amount of reimbursement shall be 50 percent of the cost incurred by the resident; however, reimbursement costs shall not exceed a maximum of \$50.00 per single activity, per resident to include memberships and passes. The purchase of a monthly membership, or multiple use pass is considered a single activity. The amount of reimbursement for an annual membership or pass shall be 50 percent of the cost incurred by the resident; however, reimbursement costs shall not exceed a maximum of \$500.00 annually per household. An annual membership is intended to designate a year-long membership and includes such facilities as Greenwood Athletic and Tennis Club and municipal recreation centers such as South Suburban. Seasonal sporting activities such as soccer, baseball, lacrosse, swimming, hockey, gymnastics, etc., are considered single activities.

### **REIMBURSEMENT PROCEDURE**

1. Obtain an itemized receipt that includes the participant’s name, address, name of agency, name of activity, activity fee(s) and activity date(s). Receipts must be for the year in which they are paid, not the year in which the activity takes place.  
**Note:** The following will not be accepted as receipts: bank statements, cancelled checks, non-itemized credit card receipts, handwritten receipts and registration forms. Initiation fees, rentals, tax charged, national dues, merchandise, childcare, travel, uniforms and golf carts do not qualify for reimbursement.
2. Complete the Recreation Reimbursement Form, attach all itemized receipts and mail or deliver this information to the Village Center by **4:30pm on the second Friday in January** for the previous year’s reimbursements. **NO EXCEPTIONS.**  
**It is the resident’s responsibility to ensure that all recreation reimbursement applications have been received by the City by 4:30 PM on the second Friday in January.**

All of the information above will be required and residency will be verified. It is the obligation of the City staff to ensure against abuse of this program and final authority will rest with the City Manager to suspend or eliminate reimbursement requests determined to be in violation of the terms of this program.

**Submit completed forms and receipts to (please make sure you have enough postage on your submittal, all postage due submittals will be rejected):**

The City of Cherry Hills Village  
Attn: Recreation Reimbursement  
2450 E. Quincy Avenue  
Cherry Hills Village, CO 80113