

**CHERRY HILLS VILLAGE
RECREATION REIMBURSEMENT FORM**

DEADLINE: All reimbursements are due by 4:30 PM on the second Friday in January for all prior year receipts. 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).

Check this box if you would like to donate all or a portion of your Recreation Reimbursement to the Catherine Anderson Fund for the acquisition and protection of parks, trails, and open space lands in Cherry Hills Village. Your donation is tax deductible. The City will send you a tax receipt letter.

Donation amount \$_____

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 _____
Reimbursement Account No.: 30-432-6069

Donation Amount _____
Donation Account Number 08-320-3221

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 or the SCFD (Scientific and Cultural Facilities District), 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 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 Club Greenwood and municipal recreation centers such as South Suburban. Youth seasonal sporting activities such as soccer, baseball, lacrosse, swimming, hockey, gymnastics, etc., are reimbursed at 50%.

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 submitted in the year the fee was paid, not the year 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.

2. Complete the Recreation Reimbursement Form, attach all itemized receipts and email, 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.**
3. To conserve City staff time and resources, and to help us easily track each household's reimbursement we are asking our residents to submit all their receipts for the program year on no more than 2 reimbursement submittals in a program year.

It is the resident's responsibility to ensure that their recreation reimbursement application is complete and has been received by the City by 4:30 PM on the second Friday in January.

All 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

or email as **one PDF** (no photos) to gjoseph@cherryhillsvillage.com