CHERRY HILLS VILLAGE
RECREATION REIMBURSEMENT FORM

DEADLINE: All reimbursements are due by January 15 for the previous year’s submissions. NO EXCEPTIONS!!

Name ________________________________
First ________________________________ Last ________________________________
Address __________________________________________ Zip __________
Day Phone ___________________________ Home Phone ___________________________

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).

I would like to donate

☐ $25 ☐ $50 ☐ $75 ☐ $100 ☐ Other___________

of my reimbursement to the Cat 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.

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<tr>
<th>Participant’s Name</th>
<th>Relationship to Applicant</th>
<th>Name of Agency</th>
<th>Activity Name</th>
<th>Activity Fee</th>
<th>Office Use</th>
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I hereby affirm that I am a resident of Cherry Hills Village, Colorado and the aforementioned recreation expense(s) listed above have been used and paid by myself or a member of my household.

Approved __________________________
Account No. _________________________
PAID _____________________________ Check # ________

Date __________ Signature __________________________
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, 501(c)(3) 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, child care, 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 January 15 for the previous year’s reimbursements. NO EXCEPTIONS.
   Note: It is the resident’s responsibility to ensure that all recreation reimbursement applications have been received by the City prior to January 15th.

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