



Home Group Childcare Reimbursement

Reimbursement Process & Policy

1. This reimbursement policy applies only to gatherings with an official small group of Capshaw Baptist Church.
2. Groups or their designated Childcare Coordinator schedule and pay their own babysitter themselves to watch the group's kids on-site.
3. Home Groups or their designated Childcare Coordinator are reimbursed at a pre-determined rate in order to help offset the cost of a babysitter (\$10/hr for a maximum of 2 hours per week - \$20 Max per week).
4. Reimbursement forms are available at <https://capshaw.org/groups>.
5. Individual forms are to be filled out after each group meeting by the family or group requesting reimbursement. The form must be signed by the group leader.
6. Groups are to return completed forms to the church office. They can be emailed to lisa.graham@capshaw.org or dropped off in the church office during regular business hours.
7. Each form must be submitted within 30 days of the group meeting.
8. Checks are issued and mailed within 2 weeks of receipt of request.
9. No more than 3 requests can be made per month (per family or group.)

Date of Gathering	Amount (\$20.00 Max Per Week)
	Total

Reimbursement Payable to:

Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Group Leader Printed Name: _____ Date: _____

Group Leader Signature: _____