



# Small Group Ministry Childcare Reimbursement Form

This reimbursement is intended to supplement the cost of childcare that group members incur during their involvement in a Living Hope Baptist Church Small Group. Please use the following guidelines when filling out this reimbursement form:

- Please use that area below to list everyone in your group that used childcare, the number of children they used it for, and the amount that was spent. If they arranged it individually, list out each of their costs and total the amounts. If you arranged childcare as a group, list the group amount paid in the total box.
- Please submit one form per month per group. If you met multiple times, you can use more than one form, just submit them together once a month.
- The reimbursement will be paid to the Small Group Leader, or to a designated person that the Group Leader delegates to be the Childcare Coordinator. The reimbursement can then be distributed by the leader to his/her group.
- The reimbursement needs to be filled out and submitted within 30 days of the Small Group meeting..
- The Small Group members assume all responsibility for securing their own childcare workers and paying them a fair wage.
- In 2010, each group may request up to **\$100 per month** for reimbursement. This is the total per group, not per family. Funds are limited and available on a first come, first serve basis.

Meeting Date	Names of the Families that used childcare	Number of children for each family	Amount Spent on Childcare
<b>TOTAL CHILDCARE EXPENSE:</b>			

<b>Reimbursement Payable To:</b>	
Name:	_____
Address:	_____
Phone #:	_____ Email: _____
Date of Request:	_____ Group Leader's Name: _____
Amount Spent on Childcare:	_____ Amount Requested for Reimbursement: _____