



Small Groups Childcare Reimbursement Form

Reimbursement Process and Policy

- This form is for those who...
 - are currently experiencing financial hardship and need assistance
 - are attending *one* registered Helena First Small Group per semester.
- Schedule and pay for your own babysitter OR invite group members to pitch in and pay for a babysitter to watch the *group's* kids.
- Reimbursement is capped at \$25 per event for one child and up to \$30 for two or more children. Feel free to be generous with your sitter by paying beyond the caps on your own (not reimbursable). If you pay less than the caps, *only request reimbursement for the amount actually paid.*
- If free childcare is offered at the church at the same time, reimbursement is not available.
- Fill out one form per month and submit requests by the 15th of the following month.
- Checks are mailed within three weeks after receipt of the form.
- Helena First is unable to select, recommend, hire, or pay babysitters.

Name of Small Group Leader: _____

Date of group: _____ Number of Children: _____ Amount Paid: \$ _____

Name of childcare provider: _____

Date of group: _____ Number of Children: _____ Amount Paid: \$ _____

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Date of group: _____ Number of Children: _____ Amount Paid: \$ _____

Name of childcare provider: _____

Please reimburse me (*cannot be the babysitter*) up to the allowable limits:

Name _____

Mailing address _____

City _____ Zip Code _____

Signature: _____ Date: _____

Office use only

Current Leader?
 Yes No

\$ _____
Amt. Allowed

\$ _____
Amt. Allowed

\$ _____
Amt. Allowed

\$ _____
Amt. Allowed

\$ _____
Amt. Allowed

\$ _____
TOTAL

Date Paid:

By: