



United States Synchronized Swimming Foundation Educational Grant Reimbursement Form

This year, the US Synchronized Swimming Foundation will be granting up to \$300 for reimbursement of educational expenses to promote synchronized swimming to each registered club. This could be used for any educational expense that will assist your club. For example, it could be used for CCP training for coaches, to hold a clinic for your club or with other clubs, or to purchase a Grade Level Training Manual. We will accept only one request per club, and it is limited to the first 50 clubs that submit the Educational Grant Reimbursement Form. The submission can only be accepted from the Club Representative. If you will be combining efforts with another club to hold a training, you must submit your reimbursement forms at the same time, and show the total event (e.g, We will not reimburse two clubs \$300 each, if the costs incurred were only \$500 in total).

DIRECTIONS FOR SUBMITTING EDUCATION GRANT REIMBURSEMENT REQUESTS:

1. The Club Representative should complete the "Education Grant Reimbursement Form".
2. The reimbursement form, copies of all receipts, and a signed Form W-9 should be emailed to <mailto:usssfbills@bill.com>
3. The reimbursement form will be reviewed by for completeness, and eligibility under the terms of the grant. If you have any questions about whether an expense qualifies for reimbursement, please email Jeanne Struck – jeannepbs@aol.com
4. Once reviewed and approved by, the request will be submitted to the Finance Manager for the Foundation to issue a check.
5. Checks will only be issued once per month, please allow up to six weeks to receive the check.

Reminders:

- Only one Educational Grant Reimbursement Form will be accepted per club
- The form can only be submitted by the Club Representative
- A signed form W-9 must be received for the Payee that will be receiving the check.
- The deadline for submission is May 31, 2017
- The grant is only available to the first 50 clubs that submit the request form.



United States Synchronized Swimming Foundation Educational Grant Reimbursement Form

DATE:	
REQUEST PREPARED BY:	
USA SYNCHRO CLUB NAME:	
CONTACT EMAIL:	
ADDRESS:	
TEL/FAX#:	

So that we may have a better idea of what types of funding may be needed in the future, please supply this additional information:

EDUCATIONAL USE:

POPULATION AFFECTED and NUMBERS OF RECEIPIENTS :

EDUCATIONAL EXPENSES	
DESCRIPTIONS	AMOUNTS
Total Amount Requested: (not to exceed \$300)	

Signature: _____

DEADLINE SUBMISSION: MAY 31, 2017

Please submit this form, a copy of your receipts, and a signed Form W-9 electronically to:

<mailto:ussfbills@bill.com>