

## Town of Barre

### Guidelines for Swim Lesson Reimbursements

- 1) All reimbursements will be granted through the Town Manager's Office.
- 2) One (1) reimbursement up to \$25 per child for the fiscal year.
- 3) The swim lesson must have been taken with a recognized public, non-profit, or private organization that gives swim lessons on a regular basis. The location of the lesson could be anywhere – including out of state.
- 4) Child must be aged 16 years old or younger in order for a reimbursement to be made.
- 5) The receipt must be brought to the Town Manager's Office by a person aged 18 or older.
- 6) Proof of Barre Town residency at the time of the lesson is required before reimbursement can be granted.
- 7) Reimbursement must come in the form of a printed check, approved by the Selectboard.
- 8) The reimbursement check will be placed on the earliest possible A/P warrant, and mailed to the recipient.
- 9) All records will be kept by the Town Manager's Office.

Town of Barre  
Swim Lesson Reimbursement Form

Today's Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Name of Parent/Guardian over the age of 18: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Business/Location of Lesson: \_\_\_\_\_

Address of Lesson: \_\_\_\_\_

Date of Lesson: \_\_\_\_\_ Price of Lesson: \_\_\_\_\_

~ Please attach your receipt to this form and hand over to a staff member. ~

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*(Below the line is for Office Use only)*

Reimbursement Amount (please circle):    \$25/child    Other: \_\_\_\_\_

Total Reimbursement Amount: \$ \_\_\_\_\_

Account #: 011.462.690

Date Received: \_\_\_\_\_

Weekly Warrant: \_\_\_\_\_

Initial/Date: \_\_\_\_\_

Bookkeeper

\_\_\_\_\_  
Carl Rogers, Town Manager