

# CITY OF GREENWOOD VILLAGE RECREATION REIMBURSEMENT FORM

**Reimbursements may be submitted year-round  
DEADLINE: January 15 for all prior year receipts**

Name \_\_\_\_\_  
Last First Spouse Phone

Address \_\_\_\_\_ Greenwood Village, Zip Code \_\_\_\_\_ Date \_\_\_\_\_

Reimbursable Agencies	Reimbursable	Common Ineligible Items
<b>Club Greenwood Metro District</b>	Membership dues and recreation activities	Initiation fees, child care (YAC), merchandise
<b>South Suburban Parks and Recreation</b>	Recreation, enrichment activities, memberships, monthly passes and punch cards (please list golf under municipal golf)	Rentals, merchandise, food and beverage
<b>Municipal Golf</b>	Rounds of golf, range balls, and lessons at municipal courses in the DRCOG region (see back of form for boundaries)	Golf carts, merchandise, food & beverages private courses including but not limited to: Raccoon Creek, Plum Creek, The Links, Inverness, Bear Dance, Arrowhead, Green Valley Ranch
<b>GV Art &amp; Recreation</b>	Youth and adult art and recreation activities	Class Supplies
<b>Other Recreation Agencies</b>	Qualifying recreation and enrichment activities at parks and recreation districts and metropolitan districts in the Denver Metro Area including but not limited to: Sundance Hills, Cherry Creek Vista, Aurora Parks and Rec, Parker Parks and Rec	YMCA & JCC (except youth sports), private gyms such as Life Time Fitness, Orangetheory Fitness, and recreation agencies outside the DRCOG region
<b>Nonprofit Youth Sports Agencies</b>	Activities at nonprofit youth sports agencies in the DRCOG region see back of form for boundaries); youth sports only at YMCA and JCC	Coaching fees, travel fees, tournaments outside the DRCOG region; for profit youth sport agencies

**\*\*\*SEE BACK OF FORM FOR INSTRUCTIONS AND CONTACT INFORMATION\*\*\***

Agency	Number of Receipts	Total Paid (add together)	Office Use Only
<b>Club Greenwood - Metropolitan District</b> Monthly Dues/Fitness Activity			
Pre-paid Annual Dues?	<input type="checkbox"/> Check here		
<b>South Suburban Parks &amp; Recreation (list golf below)</b>			
<b>Municipal Golf</b>			
<b>Greenwood Village Art and Recreation</b>			
<b>Other Recreation Agencies</b>			
<b>Nonprofit Youth Sports - List Below By Agency</b>			
1.			
2.			
3.			
4.			

☐ Check this box if you would like to donate all or a portion of your Recreation Reimbursement refund to the Greenwood Village Arts and Humanities Council (GVAHC) for the purpose of acquiring and placing art in public parks, trails, open spaces and facilities owned by the Village. Please direct \$\_\_\_\_\_ to the GVAHC on my behalf. I understand that the balance of this reimbursement request, \$\_\_\_\_\_, will be reimbursed to my household.

# IMPORTANT REMINDER

**DEADLINE: All reimbursements are due by January 15 for prior year receipts.  
NO EXCEPTIONS**

## INSTRUCTIONS

### Receipts:

- Receipts must be itemized and show the name of the agency, the activity, the date, and amount of payment for each participant.
- A receipt means evidence of payment for one activity. Multiple receipts may be printed on one piece of paper. For example, two children registered for Cherry Creek Youth Sports showing on a single page is considered two receipts and each is reimbursable. Packages of activities (i.e. a package of 10 personal training sessions) are considered one receipt.
- Receipts must be submitted for the year in which they were paid, not the year in which the activity takes place. Exception: Annual memberships (12 months paid in December for the following calendar year) shall be applied to the following year.
- Inadmissible receipts: bank statements, credit card statements, non-itemized credit card receipts.
- Tape all small receipts (e.g. golf and itemized credit card receipts) to 8½" x 11" sheets of paper; use the front and back - each receipt must be fully visible. Do not staple receipts.

### Reimbursement Amounts:

- All Greenwood Village residents are eligible for a \$550.00 maximum annual reimbursement per household (primary residence only).
- Reimbursement per activity shall be
  - For receipts \$100 or less: 50% of activity
  - For receipts more than \$100: \$50 maximum (per each activity)
  - For annual memberships (12 months paid in advance): 50% of annual dues up to \$550

DRCOG Boundaries: North boundary - Longmont; South boundary - Larkspur;  
East boundary - Deer Trail; West boundary - Silver Plume.

For more detailed information and to print additional forms, please visit:

[GreenwoodVillage.com/RecReimbursement](http://GreenwoodVillage.com/RecReimbursement)

Make a copy of this form or take a photo with your phone for your records.

This is your receipt.

### How to Submit

1. **Submit your form and receipts online at:** [GreenwoodVillage.com/RecReimbursementForm](http://GreenwoodVillage.com/RecReimbursementForm) by 11:59 p.m. on the deadline.
2. **Drop off in person:** Greenwood Village Maintenance Facility, 10001 E Costilla Avenue by 5:00 p.m. on the deadline.
3. **Send by mail:** City of Greenwood Village, 10001 E Costilla Avenue, Greenwood Village, CO 80112. Must be postmarked by the deadline.\*

\*Note that putting the form in your mailbox does not guarantee it will be postmarked that day.