



Childcare Subsidy Request Form

NAME: _____ DATE: _____

ADDRESS: _____

POLICY GUIDELINES: Alliance Bible Church believes that obtaining quality childcare and its cost should not be a hindrance which prevents parents from participating in the Life Group ministry. Our desire is to as many families as possible join in this amazing ministry. If needed, leaders of Life Groups are encouraged to apply for a subsidy to help offset the cost of childcare for children in their group. This reimbursement is given to a Life Group leader and is by no means an endorsement of any particular childcare provider. It applies only when a Life Group is specifically gathered for their group's regularly scheduled meeting. The Life Group Ministries does not guarantee that every request will be approved, however any group with young children (8 and under) may apply. Subsidies to any one particular Life Group may not exceed \$400 during the church's fiscal year. The rate of reimbursement will be in accordance with the Wisconsin State minimum wage. This should provide a group with several hours of childcare per annual fiscal year. To apply for the subsidy begin by filling out the Childcare Subsidy Request Form. This form can be obtained from and is to be approved by the Life Groups Director(s). Once approved the form is to be submitted to the Church Office with a reimbursement request form. If the request is denied for whatever reason, the Life Groups Directors(s) or the Associate Pastor of Adult Ministries will be in touch with the particular Life Group leader to inform them. All requests must be submitted within 30 days of the childcare being provided to be eligible. This subsidy is only for Alliance Bible Church affiliated Life Groups. If a group ceases to be a Life Group of Alliance Bible Church in the eyes of the Associate Pastor of Adult Ministries or if he may deem for any other reason to withhold the subsidies, he may do so and suspend any further requests.

CHILDREN WHO WERE PRESENT: _____

LIFE GROUP'S NAME: _____

NUMBER OF HOURS WORKED AND DATE(S): _____

TOTAL SUBSIDY REQUEST: \$ _____

CHURCH OFFICE USE ONLY

APPROVAL SIGNATURE: _____ DATE: _____

APPROVAL SIGNATURE: _____ DATE: _____

ACCT. NUMBER: _____ ACCT. DESCRIPTION: _____

LINE ITEM: _____ TOTAL AMOUNT: _____