

Paralyzed Veterans of America Wisconsin Chapter's Adaptive Sports Reimbursement Policy and Procedure

The purpose of Paralyzed Veterans of America – Wisconsin Chapter's (PVA-WI) adaptive sports and recreation program is to encourage members to try new activities that they may enjoy. To facilitate participation in activities, the Chapter offers a reimbursement program. These funds are meant to offset the cost of participating in these events and are not intended to cover 100% of those costs. All reimbursements are subject to available Chapter funds.

1. Budgeting

- a. Annually, the Chapter will establish an overall adaptive sports and recreation budget as well as an individual reimbursement amount for the National Veterans Wheelchair Games, Winter Sports Clinic and Summer Sports Clinic.
- b. This budget will be set in October of each year.
- c. Priority funding will be given to novices. A novice is defined as an individual who has not previously attended any PVA sponsored adaptive sport or recreational event.

2. National Veteran Wheelchair Games, Winter Sports Clinic, and Summer Sports Clinic

- a. Chapter members, cleared by the VA staff, are eligible for reimbursement for the above named events at a rate of up to \$1,200. Each of these events count as one of the 5 eligible events (see section 4)

3. Participant Eligibility

- a. Reimbursement is open to both members and associate members in good standing.

4. Reimbursement Limits

- a. Members may be reimbursed for up to 5 events with a maximum reimbursement amount of \$1,200 per event.
- b. Members may also be reimbursed \$300 per event for a medically necessary caregiver.
- c. Associate Members may be reimbursed for up to 5 events with a maximum reimbursement amount of \$500 per event.
- d. Novices will be reimbursed 100% of the costs under the guidelines of the policy.

5. Eligible Expenses

- a. PVA-WI has defined reimbursable expenses to include:
 - i. Registration fees
 1. On the Trap Shoot Circuit, Pistol and Rifle registration is not reimbursable
 - ii. Entry fees
 - iii. Banquet or award ceremony fees associated directly with the event.
 - iv. The governing/sponsoring organization's annual membership fees
 - v. Please see the **PVA Travel Policy** for other travel related expenses.

6. Request for Funding

- a. To be eligible for reimbursement, all participants must submit a Funding Request to the chapter office prior to the event.
- b. Funding requests are due in the office on the first day of the month prior to the event. (example: Event date is November 20, funding request is due November 1)
- c. Funding request forms can be found on the Chapter website or be obtained by calling the chapter office.
- d. Participants will be notified as soon as possible after approval.
- e. Please note that by signing and submitting a PVA-WI Funding Request Form, applicants agree to all of the terms of PVA-WI's adaptive sports policies and procedures.

7. Reimbursement Submission

- a. To obtain reimbursement, participants must submit a Business Expense Report with the appropriate supporting documentation. Acceptable documentation includes, but is not limited to receipts, cancelled checks, credit card statements, and invoices.
- b. Business Expense Report Forms can be found on the Chapter's website or by calling the Chapter Office.
- c. Business Expense Reports must be submitted within 30 days following the conclusion of the event.

8. Photos of Participants and Sporting Events

- a. As consideration for PVA-WI providing sports reimbursement, participants agree to provide the Chapter with photographs of the participant and the event attended.
- b. If a "team" is attending a sporting event, all participants agree that a team leader will designate a mutually convenient date/time/place for a team photo. It is expected that all members of the team will participate in this team photo.
- c. Participants agree that any photos may be utilized by PVA-WI for publicity, promotional and/or informational purposes and may be displayed in the Chapter's newsletter, on its website, on Facebook, etc.

9. Event Report

- a. A short written report for each event attended should be submitted to the Chapter within 15 days after the event has concluded. If an individual is attending as part of a team, one person on the team may be selected to write and submit the report. These reports may be published in the Chapter's newsletters and placed on its Facebook page.

Please Note: Failure to comply with any of the above policies and procedures may result in an individual being denied future financial sports funding until all requirements have been met and/or satisfied.

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