

ACBL District 20 **Education Expense Reimbursement Guidelines**

(U.S. Mainland Units)

1. In support of new player development, membership growth, and bridge education, ACBL D-20 Organization, Inc. ("District 20") will reimburse expenses incurred by District 20 teachers for beginning bridge classes, as outlined in these guidelines. Requests for Expense Reimbursement are to be submitted by the Unit Education Liaison (UEL) to the District 20 Education Liaison (DEL). The DEL will use the following guidelines to evaluate and approve requests:
 - a. Requests must be submitted within 6 months after completion of the class series.
 - b. District 20 will reimburse a maximum of \$100 for each Eligible Class. Teachers are limited to two reimbursement requests within each fiscal year (February 1 to January 31).
 - i. Teacher: a member in good standing of District 20 who
 - 1) Has completed an ACBL endorsed Teacher Accreditation Program; or
 - 2) Is approved by the DEL as a Teacher.
 - ii. Eligible Class: Beginning Bridge instruction for a minimum of 8 classes and a minimum of 16 or more total hours. Each class must include a minimum of 8 or more New Students and utilize Duplicate Bridge Format to qualify for the full reimbursement.
 - 1) A New Student is one who is new to bridge and has not previously participated in any Beginning Bridge class series.
 - a) Ongoing, intermediate or advanced classes, individual instruction, or rubber bridge (non-Duplicate Bridge Format) classes are not eligible for reimbursement.
 - 2) Duplicate Bridge Format: Introduce duplicate boards, bid boxes, and scoring mechanics.
2. District 20 requires Units to appoint a Unit Education Liaison to:
 - a. Actively assist and support teachers within their Unit, including assisting teachers with obtaining available reimbursements and/or subsidies from various sources:
 - i. ACBL Cooperative Advertising program;
 - ii. Unit programs;
 - iii. Community programs;
 - iv. District 20 Expense Reimbursement.
 - b. Actively promote and support new player development, membership growth, and bridge education within their Unit and initiate adoption of Unit programs;
 - c. Encourage members to participate in education programs held at District 20 regional tournaments.
3. The UEL can be an individual. If no individual is designated, the Unit Board, through its Unit President or designated electronic contact, becomes the UEL by default.
4. The Teacher will use the ACBL District 20 Education Expense Reimbursement Request Form which requires submission of the following information:
 - a. Contact information and signed certification by the Teacher that she/he has read and complied with these Guidelines.
 - b. Description of class and materials, e.g., publication title, author, subject matter, length of series, class dates, class times, etc.
 - c. A roster of students enrolled in the class and a summary of class related expenses must be attached to the form.
 - d. Financial information about the classes:
 - i. List of expenses incurred, including rent, supplies, advertising, refreshments, and other.
 - ii. All reimbursements received for the class expenses, including pending requests from the ACBL and other sources.
5. Exceptions to the guideline requirements may be submitted to the D20 Education Liaison for review and approval.

ACBL District 20 Education Expense Reimbursement Request Form

(U.S. Mainland Units)

CLASS INFORMATION

DESCRIPTION OF TEACHING MATERIALS:			
CLASS DATES:		# OF CLASS SESSIONS:	
CLASS TIMES:		# OF HOURS PER CLASS:	
# OF NEW STUDENTS:*		<input checked="" type="checkbox"/> -- ATTACH ROSTER OF STUDENTS --	
CLASS RELATED EXPENSES:	\$	<input checked="" type="checkbox"/> -- ATTACH LIST OF CLASS RELATED EXPENSES --	
REIMBURSEMENT AMOUNT REQUESTED	____ \$100 (LIMIT OF TWO REQUESTS PER TEACHER PER YEAR)		
OTHER SOURCES OF REIMBURSEMENT	<input type="checkbox"/> ACBL	\$ _____	<input type="checkbox"/> PENDING <input type="checkbox"/> RECEIVED
	<input type="checkbox"/> Unit	\$ _____	<input type="checkbox"/> PENDING <input type="checkbox"/> RECEIVED
	<input type="checkbox"/> Other	\$ _____	<input type="checkbox"/> PENDING <input type="checkbox"/> RECEIVED
	DESCRIBE _____		

Note: Eligible Beginning Bridge instruction is for a minimum of 8 classes for and a minimum of 16 or more total hours of class time. Each class must include a minimum of 8 or more New Students* and utilize duplicate bridge teaching format to qualify for the full reimbursement.

*A New Student is one who is new to bridge and has not previously participated in a Beginning Bridge class series.

TEACHER NAME:		UNIT #:	
ADDRESS:			
PHONE:		FAX:	
EMAIL:			
SIGNATURE AND CERTIFICATION	BY SIGNATURE BELOW I CERTIFY THAT I HAVE READ AND COMPLIED WITH THE ACBL DISTRICT 20 EDUCATION EXPENSE REIMBURSEMENT GUIDELINES.		DATE:
	[SIGNATURE]		

REVIEWED AND APPROVED:	
[SIGNATURE] _____	DATE: _____
UNIT EDUCATION LIAISON [IF OTHER THAN UEL, PLEASE INDICATE TITLE]	
PHONE: _____	EMAIL: _____

SUBMIT FORM TO:
 Mary Alice Seville
 ACBL District 20 Education Liaison
 2715 NW Hayes
 Corvallis, OR 97330
 Phone: 541-758-3181
 Email: seville@comcast.net

APPROVED AND SUBMITTED FOR PAYMENT:

DATE _____ SIGNATURE _____

Amount: \$ _____