



95 Racquet Club Drive, San Rafael, CA 94901 (415) 456-5522ph (415) 456-0914f www.rafaelracquetclub.com

## Pool Construction/Swimmer Re-Location Program

### Program Description

The Board of Directors, with a recommendation from the Aquatics Committee, has developed the following partial reimbursement program to assist RRC members during construction. The program is open to all members. This program will be in place while the pool is under construction, from August 22, 2011 through March, 2012. The Board will reevaluate the program if construction extends beyond April 1, 2012.

### How it Works

Members who wish to swim while the pool is under construction may enroll in this program and receive a **monthly \$35 reimbursement credit** per membership, to their monthly bill. The process is as follows: (1) Members will **register, and pay for a swim program (drop-in or session based, pool of their choice)**, (2) produce **receipt of payment** to the main office (within timelines detailed on page 2), and (3) will **receive a \$35 credit** to the next monthly statement.

### Project Funds Allocation

The Board has approved a **reimbursement allocation of \$9000** for this program. There is also a **family cap of \$245**, once your family has earned \$245 in credits, you will no longer be eligible for reimbursements. Only one \$35 credit will be issued per family, per month. Reimbursement credits **will not** be given to families who **spend less than \$35** in a month.

### More Information

Please call us with any questions about the program or the specific pools (suggested pool locations available). **Reimbursements will be processed according to the reimbursement schedule** outlined below. No exceptions will be made to this schedule. Reimbursements will not be given unless we have a receipt of payment.

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Please follow the steps below to enroll in the reimbursement program.

1. Read the entire application.
2. Fill out the form below (must be turned in before or with first receipt submittal) and return to office.
3. Return proof of payment to the main office within two weeks of enrollment.
4. You will see a reimbursement as a credit on your next statement.

### **Personal Information**

*(Please legibly fill out one form per person.)*

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Which pool will you be going to and briefly describe usage:** \_\_\_\_\_

**Sign here:** \_\_\_\_\_

*Signing indicates that you understand the program rules, reimbursement schedule and funding limits.*



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**Reimbursement Guidelines**

- Members may receive reimbursements of \$35 per family for each month.
- If you enroll in a session-based program or an annual membership, you will be reimbursed for each month in which you are enrolled, beginning with the first month of enrollment.
- If you drop-in to a pool, you must bring in all receipts within the time period described at the same time.
- Reimbursements will be credited to members' accounts according to the schedule below.
- Reimbursements will be shown as a \$35 credit on your bill.
- **All reimbursements are subject to the program costs not exceeding \$9000 and each family being within their cap of \$245. If either cap is met before any of the below dates, reimbursements will not be issued.**

**Reimbursement Schedule:**

**Session based programs\***

Sign up on or before:	Reimbursement will appear on statement on:
August 20, 2011	August 25, 2011, September 25, 2011, October 25, 2011, November 25, 2011
September 20, 2011	September 25, 2011, October 25, 2011, November 25, 2011
October 20, 2011	October 25, 2011, November 25, 2011
November 20, 2011	November 25, 2011

(\*This payment schedule is a sample based on the Drake/Tam HS pool program.)

**Month to Month and Drop-In programs/pools\***

Receipts from this date range:	Must be in the office by this day:	To be credited:
August 22-September 19, 2011	September 20, 2011	September 25, 2011
September 20-October 19, 2011	October 20, 2011	October 25, 2011
October 20-November 19, 2011	November 20, 2011	November 25, 2011
November 20-December 19, 2011	December 20, 2011	December 25, 2011
December 20-January 19, 2012	January 20, 2012	January 25, 2012
January 20-February 19, 2012	February 20, 2012	February 25, 2012
February 20-March 19, 2012	March 20, 2012	March 25, 2012

(\*Receipts from a past cycle will not count towards any reimbursement.)

**Annual membership program**

Sign up on or before:	Reimbursement will appear on statement on:
August 20, 2011	August 25, 2011, September 25, 2011, October 25, 2011, November 25, 2011, December 25, 2011, January 25, 2012, February 25, 2012
September 20, 2011	September 25, 2011, October 25, 2011, November 25, 2011, December 25, 2011, January 25, 2012, February 25, 2012
October 20, 2011	October 25, 2011, November 25, 2011, December 25, 2011, January 25, 2012, February 25, 2012
November 20, 2011	November 25, 2011, December 25, 2011, January 25, 2012, February 25, 2012
December 20, 2011	December 25, 2011, January 25, 2012, February 25, 2012
January 20, 2012	January 25, 2012, February 25, 2012
February 20, 2012	February 25, 2012