TOWN OF CHAPEL HILL
405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514-5705
phone (919) 969-5066
www.townofchapelhill.org

Reimbursement Form for Advisory Board Members

The Town Council seeks to attract persons from diverse backgrounds to serve on the Town's boards and commissions. The Town Council believes that childcare and transportation can sometimes be barriers to service on boards and commissions for many qualified and interested Town residents. Assistance is limited and is intended for those who truly need it. If the cost of childcare and/or transportation is a genuine barrier to a person's participation on a board or commission, the Town may be able to help.

Note: If this is your first time completing this form, you will need to complete the IRS Form W-9 (https://www.irs.gov/forms-pubs/about-form-w-9).

Member Name: _____

Board/Commission: _____ Meeting Date: _____

Reimbursement/Assistance Requested:
- ☐ Childcare
- ☐ Transportation

Member Signature: _____ Date: _____

Submit signed request form to your board or commission's staff liaison ***and*** *notify advisoryboards@townofchapelhill.org at least one day before the scheduled meeting date.*

See https://www.townofchapelhill.org/town-hall/mayor-and-council/boards-commissions/board-membership-policy/policies-and-procedures/childcare-and-transportation-assistance-pilot for additional information about the Program.

Official Use Only:

Request Filed: _____

By: _____

Request:
- ☐ Approved
- ☐ Denied

Meeting Length (for childcare request only): _____ hours