

Shepherding Group Childcare

1. Each participating Shepherding Group leader receives a “guest check” pad and CGS check request forms.

- the guest check pad creates a receipt
- the check request form enables the SG leader to be reimbursed **up to \$25 per meeting** by the church

2. The SG leader pays the sitter. Cash is fine. The **sitter signs** the guest check, creating a receipt. The guest check must have:

- sitter’s name (written legibly) and signature
- date and time of shepherding group meeting
- location of meeting
- amount paid to the sitter

Ideally, the SG leader should write this out ahead of time, and the sitter signs at the end of the evening to acknowledge receipt of cash payment. It may seem like extraneous paperwork; however, this is to satisfy the CPA who audits our books.

3. The SG leader completes the CGS check request form and attaches the white copy of the guest check as the receipt. (The yellow copy stays in the pad as a record for the leader.) Put check request form in Allyson Wieland’s box.

4. We endeavor to process check requests within 10 days. You may designate mailing or pick up at the church office.

Note: You may turn in a check request monthly. We just ask that you do not get more than 60 days behind in requests for reimbursement.