



**SPARROW CLUBS USA
CHECK REQUEST FORM**

Mail and/or fax this form with attachments to:
Sparrow Clubs USA
 906 NE Greenwood Ave Suite #2
 Bend OR 97701
FAX (541) 312-8632

SPARROW NAME: _____ **DATE:** _____

CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

Check Requests normally take 7-10 business days to process once the organization receives them. Please attach copies of receipts, bills and/or cancelled checks for reimbursement. If your family is enrolled or planning to enroll for Medicaid, SSI and/or any state funded insurance program please be advised that any funds, monetary gifts or checks directly given to you may jeopardize your status for any of the above programs. In this case, Sparrow Clubs USA can disburse checks to your service providers upon request rather than give funds directly to your family. However, it is not the responsibility of Sparrow Clubs USA to monitor or protect your family's status with Medicaid, SSI, or any state funded insurance program.

Sparrow Funds can be disbursed for any of the following expenses:

Medical bills: Hospital bills, doctors bills, insurance premiums, deductibles, prescriptions and/or medical equipment, therapy, hospice, etc.

Ancillary costs: Family travel related to child's medical treatment, lodging, food, childcare, respite care.

Family care: Housing, utility bills, groceries, etc

Please add up and record your receipts/bills in each category below and give the total to be reimbursed.

	\$ Amount	Category	Notes
1.		Medical Bills	
2.		Special Equipment / Therapy	
3.		Prescriptions / Medications	
4.		Health Insurance Premiums	
5.		Childcare	
6.		Travel, Lodging, Food	
7.		Utilities/Phone, Electric, etc	
8.		Groceries, misc	
9.		Mortgage Payment, Rent	
10.		<u>"Pay-it-Forward"</u> (*see below)	
11.		TOTAL REIMBURSEMENT	X _____ Signature of Sparrow Parent

FOR OFFICE USE ONLY:

Sparrow's Fund Balance \$ _____ Less this check (\$ _____) New Balance \$ _____

*** Sparrow Clubs "Pay-it-Forward" Program** gives our Sparrow families a way to become heroes for other children and families in need by voluntarily transferring any amount of their Sparrow Cash with the Check Request Form. You too can help Sparrow Clubs bring hope to other youth in schools and children in crisis!