

## Coast Guard Community Activity Program



**Objective:** The objective of the Coast Guard Community Activity Program is to encourage Coast Guard members and their families to enjoy a variety of community activities. This program, operated by the Cape May County Coast Guard Community Foundation (the Foundation), will reimburse fees for participating in local programs of interest to Coast Guard families.

**Eligibility:** the program is open to active duty Coast Guard members and their families who either reside or are stationed in Cape May County

**Eligible programs:** organizations within Cape May County that provide group activities for all age groups. Organizations outside of Cape May County will be considered at the discretion of the Foundation.

### **Program restrictions:**

1. Reimbursement is limited to \$100 per person per activity
2. Eligible activities must occur between September (Labor Day) and May (Memorial Day)
3. Maximum of \$300 per dependent per calendar year
4. Activities excluded for reimbursement include daycare, summer camps and equipment
5. Reimbursement is not guaranteed and is dependent upon availability of funds
6. The Foundation has final authority for reimbursement decisions

### **Process to request reimbursement:**

1. Initial payment made by Coast Guard member
2. Submit "Reimbursement Request Form" with copy of receipt for program

via email to [CGActivityProgram@coastguardcommunity.org](mailto:CGActivityProgram@coastguardcommunity.org)

or mail to:

P.O. Box 1365

Rio Grande, NJ 08242

3. Reimbursement in the form of a check or gift card will be mailed to the Coast Guard member on a quarterly basis (end of November, February and May)

Please contact [CGActivityProgram@coastguardcommunity.org](mailto:CGActivityProgram@coastguardcommunity.org) with any questions.

**Coast Guard Community Activity Fund  
Reimbursement Request Form**

Instructions: Please submit the completed form and a copy of the receipt for the program to the Cape May County Coast Guard Community Foundation via email to [CGActivityProgram@coastguardcommunity.org](mailto:CGActivityProgram@coastguardcommunity.org) or via regular mail to:

Cape May County Coast Guard Community Foundation  
P.O. Box 1365  
Rio Grande, NJ 08242

Coast Guard member name: \_\_\_\_\_

Company \_\_\_\_\_

Home Address: \_\_\_\_\_  
(check to be mailed here) \_\_\_\_\_

Name of person who participated in program: \_\_\_\_\_

Age of person who participated in program: \_\_\_\_\_

Name of program: \_\_\_\_\_

Address of program: \_\_\_\_\_  
\_\_\_\_\_

Total fee for program participation (please attach receipt copy): \$\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Submitting Request

\_\_\_\_\_  
Date of Request

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

Phone: \_\_\_\_\_

Please email [CGActivityProgram@coastguardcommunity.org](mailto:CGActivityProgram@coastguardcommunity.org) if you have any questions. Reimbursements are not guaranteed and are subject to available funding at the discretion of the Cape May County Coast Guard Community Foundation.