

Iowa Swimming
Diversity, Education and Inclusion Committee
Outreach Athlete Assistance Program

"An amateur cannot accept reimbursement for board and traveling expenses in excess of the actual justifiable amount incurred by the swimmer."

1. INSTRUCTIONS: This form must be COMPLETELY filled out. Forward application, together with receipt gas purchases to and from the event, as well as mileage, and a statement of all funds received from other sources, if any, to the ISI Office, via email or postmarked mail. It is mandatory that you identify which meet you attended and dates of travel. It is mandatory that you participated in a minimum of 3 individual events for non championship meets and 1 individual event or 1 relay event for championship meets. It is mandatory that you verify your outreach status.

a. To receive DEI funds, an athlete must show documentation

Of expense and participation in the competition for which the athlete is seeking reimbursement. DEADLINE: The deadline for submission of the completed Athlete Travel Reimbursement: [Winter Short Course](#) Season shall be March 31st or 3 weeks, after the final day of competition for the final listed eligible meet, whichever is later. [Summer Long Course](#) Season shall be August 31st or 3 weeks after the day of competition for the final listed eligible meet of the long course season, whichever is later.

NAME:

ADDRESS:

CITY: _____ STATE: _____ ZIP: _____ -

PHONE: (____) _____ - _____ EMAIL: _____

SWIM CLUB REPRESENTED: _____

NAME OF EVENT ATTENDED:

LOCATION:

DATE OF EVENT:

EVENTS SWAM _____

IOWA MEETS ATTENDED THIS SEASON:

TRANSPORTATION (Gas Receipt required and mileage required):

OTHER FUNDS APPLIED FOR:

OTHER FUNDS RECEIVED: _____

SIGNATURE OF APPLICANT:

DATE OF REQUEST: _____

Send request to Iowa Swimming, Inc marie@iaswim.org 432 46th Street, West Des Moines, IA 50265

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ATHLETE TRAVEL REIMBURSEMENT

2. Athlete must be a registered Outreach Member of Iowa Swimming, Inc. at the time of competition for which the athlete is seeking reimbursement. Further, athletes must be Outreach Members at the time of participation in qualifying meets during the season that reimbursement is requested.
3. Athletes must compete in three (3) individual events at a Approved or Sanctioned Invitational, Triangular or Dual meet within the same season reimbursement is requested with a minimum roundtrip of 100 miles. It is required that the individual attend finals of a prelims finals meet if they make the cut.
4. Limited funds are available and will be distributed. Equal funds are available for short course and long course season. A maximum allotment may be instituted based upon total number of requests. Assistance may come in the form of total or partial reimbursement, as funds allow for the most equitable distribution of funds to assist the most athletes.
5. A total maximum will be allocated to athlete reimbursement, based on current year's budget.
- 6.. Eligibility
 - a. All outreach swimmers eighteen and under, who have not yet graduated from high school, shall be eligible for full reimbursement regardless of length of membership in ISI. b. Swimmers 19 and over who were registered outreach members of ISI prior to high school graduation shall be eligible for full reimbursement.
7. Swimmers are eligible for reimbursement for no more than 4 meets per season. Funds can be requested individually or submitted together, however, distribution is dependent on IF funds are available.
8. The Outreach Assistance funds will be allocated as follows:

There will be equal allocation of funds for long course and short course with half of funds being allocated to championship travel request. Funds will be distributed by deadline. The amount available will be divided by the number of requests in each deadline in determining the amount of funds distributed to each athlete, not to exceed the maximum allocated amount per budget year. If designated funds for said deadline are not spent they be equally divided between the remaining deadlines.
9. Submittal Deadline – Travel reimbursement requests must be made on this ISI form. The deadline for submission of the completed DEI Outreach Assistance form shall be
 - [Winter Short Course](#) Season Deadlines
 - o Sept 1-Nov 30th.
 - o Dec 1-Feb 16th
 - o Feb 17th- March 31st or 3 weeks, after the final day of competition for the final listed eligible meet, whichever is later.
 - [Summer Long Course](#) Season deadlines shall be
 - o May 1-June 10th
 - o June 11-July 20th
 - o July 21-August 31st or 3 weeks after the day of competition for the final listed eligible meet of the [long course summer](#) season, whichever is later.
 - Mailed reimbursement forms must be emailed by that date. If the request is sent as email attachment, the sender will receive an email from the ISI office stating that the form has been received. Any claims rejected on the basis of failing to meet the deadline may appeal to the ISI Chair. Each case will be handled on an individual basis.
- 10.. This form along with actual travel receipts shall be emailed to the ISI office. Funds received from other sources shall be listed on this request.
11. To Receive DEI assistance funds an athlete must show outreach registration and participation in 3 individual events at an ISI sanctioned or approved Invitational, triangular or dual non-home club meet.