



# Diversity Day Reimbursement Guidelines

Fairfield SEPTA Inc. will reimburse up to \$100 per each elementary school for their Diversity Day/Week.

While SEPTA supports educating children of all types of diversity, as a special education PTA, we will only reimburse for expenses related to special education, special needs, disability awareness, etc. (This can include books, items needed for a station, prizes, etc.) There will be NO reimbursement for refreshments.

All receipts & paperwork must be submitted to Fairfield SEPTA along with a reimbursement form for Diversity Day Chair within four (4) weeks of your school's Diversity Day.

The SEPTA Diversity Chair will review all receipts & paperwork to ensure that the guidelines have been followed and will then submit paperwork & receipts to the SEPTA Treasurer, who in turn will send the reimbursement check(s) in a timely manner.

All year-end expenses need to be received no later than June 1st.

The SEPTA Diversity Day reimbursement form can be found at [www.fairfieldsepta.org/forms](http://www.fairfieldsepta.org/forms)