

# Requesting reimbursement from Kiwanis International

Each Kiwanis Builders Club district administrator earns funds for reimbursement by building Builders Clubs within the district. Use the calculation below to identify the amount of money available for reimbursement.

## Calculating reimbursement funds

Go online at [Kiwanis.org/SLPreports](http://Kiwanis.org/SLPreports) to view the Builders Club Charters to date report. Builders Club reports are posted near the middle of the page. Write down the number of newly chartered clubs posted for your district.

A = the number of newly chartered Builders Clubs within the  
district  $A \times \$100.00 = B$

B = the amount of money available for reimbursement

District administrators are eligible to receive reimbursement for anything associated with promotion or support Builders Club.

Save receipts and submit receipts along with a completed [District Administrator Reimbursement Form](#) to:

Builders Club  
Service Leadership Programs  
3636 Woodview Trace  
Indianapolis, IN 46268

Email: [MemberServices@kiwanis.org](mailto:MemberServices@kiwanis.org)

If you have questions about completing and submitting reimbursement requests please contact Kiwanis Member Services.

