



BOYS & GIRLS CLUBS
OF THE PENINSULA

EMPLOYEE AUTO DAMAGE REIMBURSEMENT POLICY

Policy Statement:

If an employee's car that is parked at a clubhouse or CNG site while the employee is working is vandalized, BGCP will reimburse up to \$500 in repairs. The vandalism must be reported immediately to the police and the site unit director. Repair receipts must be attached to a properly completed check request form. BGCP will only reimburse for repair expenses incurred. The Finance Committee will periodically review this policy to determine its continuance.

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