



## **Sacramento Valley Gay & Lesbian Softball Financial Aid Policy & Application Process**

### **Creation and Purpose**

In 2011 the SVGLS Board of Directors established a Financial Aid Fund, referred to as “The Fund” as part of its annual budget to assist players in payment of league membership dues/player fees and allow participation of those individuals with demonstrated financial need. The SVGLS Treasurer establishes a line item each year in the budget adopted by the full Board, the total amount available varies from year to year based on donations. Expenditures, grants, and donations related to the fund are kept separate from other SVGLS budgetary items.

### **Fund Management**

Financial Aid “Fund Administrator” shall be the SVGLS Treasurer, subject to the approval of the Board of Directors. An application review committee including at least two (2) additional league members, one (1) from each division, appointed by the Treasurer and approved by the Board, assists the Treasurer. Committee members shall serve for terms of one (1) year, renewable at the discretion of the Treasurer with the approval of the Board.

The Fund Administrator is responsible for:

- Administering the fund;
- Keeping accurate financial records of donations, income, disbursements, and expenses;
- Appointing committee members;
- In collaboration with the committee members, assessing and evaluating requests for financial aid in a timely manner;
- Reporting activities of the committee to the SVGLS Board as requested by the Commissioner;
- Promoting The Fund, representing the fund at League and team meetings if requested by the Commissioner or managers, and organizing fundraising activities to build and grow the Fund.

Committee members shall be responsible for meeting to assess and evaluate requests for financial aid and render financial aid decisions accordingly. The Committee shall meet as often as necessary to process applications in a timely manner. Meetings may be conducted by telephone conference call, if all members are agreeable and all relevant application data is available to all members.

The SVGLS Board shall sanction at least one fundraising activity or sponsorship opportunity per year with a portion of the proceeds from the fundraiser going to maintain The Fund. If there are funds remaining in The Fund after all financial aid disbursements have been made, the excess funds shall remain in the SVGLS account and carried over to the following year.

### **Eligibility**

Any SVGLS member, who:

- Incurs league-imposed player fees in order to participate;
- Meets all the requirements for SVGLS membership and rules of play; and
- Has not been suspended from the league for violations of the code of conduct; and
- Has not received monies from any source, including, but not limited to, team sponsors for the purpose of paying for their membership dues/player fees; and
- Can demonstrate financial need through a short explanation of financial status; and
- Has completed a Financial Aid Application is eligible for financial assistance from The Fund.

The Committee shall have the discretion of requiring additional financial information from the member, either in writing or by interview.

Any member who receives financial aid through misrepresentation of his or her personal data, or financial status or need shall be required to repay any monies received from The Fund immediately upon discovery of the misrepresentation. Said member shall also be subject to suspension from SVGLS play for a period of not less than one (1) year, at the discretion of the Commissioner and Board.

The Financial Aid Fund Committee members shall not be eligible for financial aid from the fund, unless (a) the Financial Aid Fund Administrator or Committee member recuses him or herself from the decision-making award process and (b) the Board approves.

### **Eligible Expenses & Renewal**

Expenses eligible shall be limited to league-imposed membership dues and player fees for regular season play. Financial aid shall not be available for team or social fees, uniforms, equipment, tournament fees, travel, medical expenses, or any other costs incurred by participation in SVGLS activities.

Financial aid awards are for one (1) member for one (1) season and shall not exceed the league membership dues/player fees. Any member receiving an award has renewed eligibility as of February 1 of the following year, but must complete a new application. Renewal is not automatic.

### **Requesting an Award**

Any eligible member may make a financial aid request. Requests must be in writing, either on paper or electronically via a completed Financial Aid Application Form. Applicants must affirm that the information they are submitting is accurate to the best of their knowledge with their signature. The Committee or Fund Administrator must receive Financial Aid Applications at least fourteen (14) calendar days before player fees are due each season.

A player may submit no more than one (1) request for financial aid per year.

### **Award Decisions**

The Committee will act on each application and inform the applicant at least seven (7) calendar days prior to the deadline. A majority vote of the Committee shall be sufficient to confer an award. The Fund Administrator/SVGLS Treasurer will disperse funds directly to cover league-imposed membership dues and player fees. No payments shall be made directly to financial aid recipients.

The Committee cannot make financial aid awards in excess of funds available for disbursement and shall have sole discretion in reducing, denying, or making partial awards as necessitated by fund availability. The committee shall not lend any monies from The Fund.

Any member who receives a financial aid award whose financial status changes, reducing the player's financial need, shall not be required to return financial aid funds, as long as the member has acted in good faith. The Fund Administrator may recommend that the member make an in kind contribution to the fund.

The Committee and Fund Administrator may consider late applications, at their discretion, if applicants have met all the other eligibility criteria and only after initial awards for on-time applicants have been made.

### **Confidentiality**

All requests for financial aid are to be strictly confidential. Application data may be disclosed only to The Fund Administrator, Financial Aid Fund Committee members, and SVGLS Board of Directors. No information submitted in an application may be disclosed to a third party, including managers or coaches, without the express approval of the applicant. Managers may submit applications for their players, but the member themselves must complete the application and are responsible for meeting deadlines. Such requests should be submitted to a Financial Aid Fund Committee member, Fund Administrator, or the Commissioner in a sealed envelope.



## Sacramento Valley Gay & Lesbian Softball

### Financial Aid Fund Application

The Sacramento Valley Gay and Lesbian Softball League's mission is to provide the opportunity for LGBT individuals to play, and support the play of, organized softball. We strive to create a safe, healthy, and supportive environment to develop skills, promote competition, and build fellowship within our community regardless of financial circumstance. **Financial aid is limited to league-imposed membership dues/player fees.**

**Please complete the following:**

Name: \_\_\_\_\_ Team: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, & Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate or Message Phone: \_\_\_\_\_

Amount of financial aid requested: \$ \_\_\_\_\_ (\$45.00 maximum)

Please provide an explanation of your circumstances that merit financial assistance. Full financial disclosure of income and expenses is not required, but the more information you can provide, the better the Financial Aid Committee will be able to help you. **All application information is strictly confidential.**

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Please read the terms & conditions and sign your application on the next page.

### TERMS & CONDITIONS

1. Financial aid is available to any SVGLS player member with demonstrated need. A player may submit only one financial aid request per year.
2. Financial aid is available only for league-imposed membership dues/player fees. Financial aid is not available for team or social fees, uniforms, equipment, tournament fees, travel, medical expenses, or any other costs incurred by participation in SVGLS activities.
3. The submission of a Financial Aid Fund Application does not guarantee that funds will be awarded, and all awards are subject to the availability of funds.

**I have read and understand all the Terms and Conditions noted above. I affirm that all of the information submitted on this application is true and correct to the best of my knowledge.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_