



P.O. BOX 170185 ATLANTA, GEORGIA 30317 (770) 593-3989

COAN TENNIS ASSOCIATION REQUEST FOR ATHLETIC ASSISTANCE

Date _____

Requested By _____

Address _____

City _____ State _____ Zip _____

Telephone # (H) _____ (W) _____

E-mail address _____

Purpose of Request (please check items that apply):

<u>Categories</u>	<u>Amount</u>
<input type="checkbox"/> Instruction	_____
<input type="checkbox"/> Transportation	_____
<input type="checkbox"/> Hotel	_____
<input type="checkbox"/> Material/Supplies	_____
<input type="checkbox"/> Tournament (Entry Fees)	_____
<input type="checkbox"/> Food	_____
<input type="checkbox"/> Other	_____

Describe in detail how these funds will be used (who, what, when, etc.)

Amount Requesting \$ _____ Date Needed _____

Make check payable to (attach necessary back-up): _____

For Coan Tennis Association Use Only (Do Not Write Below This Line)

Committee Approval _____

Amount Disbursed \$ _____ Check # _____



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CTA JUNIOR DEVELOPMENT PROGRAM GUIDELINES/CRITERIA FOR DISBURSING FUNDS

The aforementioned grants refer to monies disbursed on request and after approval to Junior Development Program participants for the sole use on athletic related expenditures.

The following guidelines must be adhered to:

1. Disbursements cannot exceed the cap and will be based on needs assessment set forth by the Executive Board. Additional limits/cap will be applied if multiple juniors from a single household are being assisted.
2. The junior being assisted, a family member or a representative will work at least twelve (accumulated) volunteer hours at a CTA hosted event(s) or fundraiser within the next calendar year.
3. Submit written proposal to include an itemized list of proposed expenditures at least two weeks before the date of the actual event. Date exceptions might be considered (last minute invite to a tournament, schedule changes, etc.).
4. No monies will be disbursed without appropriate documentation. Receipts will be required two weeks after the expenditure for any monies disbursed prior to the event.
5. **When possible provide CTA with transportation or hotel reservation information for pre-payment by credit card.**
6. Youth must display an interest in developing his/her athletic skills.
7. Youth and parent or guardian must demonstrate good sportsmanship during the entire event.

Failure to Adhere to the Above Guidelines May Result in the Following Actions:

1. A probationary period imposed with possible suspension from receiving future disbursements.
2. Future disbursements will require a personal appearance before the Junior Development Committee in addition to the written proposal.
3. Future disbursements will require a personal appearance before the Executive Board in addition to the written proposal.

4. A call for total disbursement to be refunded to the Junior Development Committee.

5. Indefinite suspension from receiving future disbursements.

I (we) have read and agree to the guidelines set forth by Coan Tennis Association, Inc. for disbursing funds.

Signature _____

Date_____

Signature _____

Date_____