

The Associates Sports Program Operating Procedures

The Associates Sports Program provides monetary support to Associates members who participate on athletic leagues or teams or races.

The following describes the general procedures for the receipt, approval, and administrative processing of Sports Funding Requests.

1. The Requester contacts the Associates Sports Program Chairperson (Kirsten Kler) to inquire about support opportunities.
 - a. Kirsten reviews the request, compares it against the forecasted budget, and determines what amount of monetary support can be provided.
 - b. Kirsten e-mails the requestor the outcome of the comparison (how much the Associates can offer in support), along with additional necessary information regarding the names of other federal participants and their contact information. At this time, the Associates member is informed that all sports team members must become a member of the Associates or already be one.
 - c. Kirsten informs the Requestor to have all sports team members fill out the Associates Membership Renewal Form and to submit \$5.00. The Requestor acts as the initial central collection point for membership forms and money.
 - d. The Requestor completes the forms and then returns the forms and the collected money to Kirsten Kler CT-1.
 - e. Kirsten sends the collected money to Debby Brown at PSR-6.
2. Kirsten issues the Associates Membership cards, updates the membership records accordingly, and provides membership information to Debby.
3. Debby deposits the collected funds into the Associates bank account and updates the Membership List.
4. Debby determines which Governor would best serve the new members (based on their location or organization) and notifies the appropriate Associates Governor.
5. Once the Requestor demonstrates that all eligible persons on their sports team have signed up to become an Associates member, Kirsten proceeds with processing their monetary request and takes steps to have a check issued to the Requestor.

Current listing of teams/leagues that have requested support from the Associates in prior years:

- Men's Soccer
- Golf
- Bowling - Portland
- Bowling - Vancouver
- Indoor Soccer - Coed
- Men's Softball (BPA)
- Men's Softball (F&WS)
- Women's Softball
- Rainer-to-Pacific Relay
- Portland-to-Coast Relay
- Men's Basketball
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