

Financial Assistance Instructions - *Important! Read Very Carefully*

The Downtown Oakland YMCA strives very hard each year to financially assist as many families as possible. To ensure every dollar is used wisely, we need to standardize approval practices. Each family will need to complete an application and provide supporting documentation for each parent or adult who is living in the same household. **Please Note:** The amount of Financial Assistance awarded by the Downtown Oakland YMCA has been restricted to a maximum of 40%.

To document your financial situation, you may submit: **A copy of your previous years tax return**, or copies of any **two** of the following other types of documentation:

- * Two recent pay stubs or a letter from your employer on company letterhead stating your monthly gross income.
- * Proof of Social Security, pension, disability, public assistance, food stamps, etc.
- * Current, detailed checking or savings account statement

Submitting a New or Renewal Request for Financial Assistance:

Please drop off or mail your application and required income verification to:

Downtown YMCA
2350 Broadway Street
Oakland, Ca. 94612

Please Note: Renewal requests for financial assistance is awarded on a “First Come, First Served” basis. Since funds are limited, (15) renewal applications are reviewed weekly. It may take up to four weeks to process your application. Renewing members may sign-up for a one month membership at a reduced price, usually at the amount they have been paying, but no lower than 40%.

Applications for Youth and Teen Membership under an Adult Membership:

If you are applying for youth or teen membership under an adult membership, proof of dependency is **required**. You will need to submit **one** of the following types of documentation. **(Please note that birth certificates do not prove dependency, and are not acceptable.):**

- * Current income tax return statement listing dependents
- * A copy of your rental agreement that lists your child's name
- * An official letter from the school district with your child's name and the address that is listed on your financial aid application

Provide your own photocopies of your income documents. The staff at the YMCA can not make photocopies for you.

**Downtown Oakland YMCA
Financial Assistance Application**

**Please
Read Carefully:**

Please include all required documents. We **will not** process your application without them. Please attach a photo copy of your previous years tax return or **two** of any of the following types of documentation:

- * Two pay stubs or a letter from your employer on company letterhead stating your monthly gross income
- * Proof of Social Security, Pension, Disability, Public Assistance, Food Stamps, etc.
- * Current, detailed checking or savings account statement
- * Proof of dependency (Required if you are applying for a youth/ teen membership under adult membership)

Please complete the entire form, sign and date it. Completion of this application **does not** guarantee approval of Financial Assistance. The YMCA will decide the eligibility of each request on an individual basis. All information is confidential. **Please check all membership requests that apply.**

Primary Adult (please print): Last Name: _____ First Name: _____
Home Phone: _____ Alternate Phone: _____ Date of Birth: _____
Street Address: _____ City: _____ Zip: _____
Email Address: _____

Secondary Adult (Please print): Last Name: _____ First Name: _____
Home Phone: _____ Alternate Phone: _____ Date of Birth: _____

Family Members: (Please Print):

Last Name: _____ First Name: _____ Age: ____ Date of Birth: _____ School: _____
Last Name: _____ First Name: _____ Age: ____ Date of Birth: _____ School: _____
Last Name: _____ First Name: _____ Age: ____ Date of Birth: _____ School: _____

Number of Adults over 18 yrs in your Home: _____ Are you currently a YMCA Member: Yes: ____ No: _____

-----Official Use Only-----

Date Processed: _____ Approved by: _____ % Assistance: _____

Duration: _____ 6 months _____ 1 year Start/End Date: _____

Monthly Rate: Per Adult \$ _____ Per Child/Teen \$ _____

Types of Assistance You Currently Receive and Amounts:

Employment:	\$ _____	SSI \$ _____	Child Support: \$ _____
Rental Property:	\$ _____	AFDC\$ _____	Medical Aid: \$ _____
Investments:	\$ _____	SSD:\$ _____	Section 8: \$ _____
Food Stamps:	\$ _____	Alimony:\$ _____	Other Income:\$ _____

Are you receiving Third Party Assistance?: ___No ___Yes If yes, specify: _____
 Please list any extenuating circumstances that might impact your application: _____

Why would financial assistance benefit yourself/family? (**response required**) _____

Please Note the Following:

Assistance will be granted primarily on the basis of financial need. The YMCA believes that a strong sense of ownership and pride is developed as the participant contributes to the cost of their YMCA membership. Therefore, all applicants will be asked to pay for a portion of their membership/program fee. Funds are available due to the generosity of YMCA supporters. Based on this, financial assistance will be granted to the extent that funds are available. All applications will be reviewed on a semi-annual basis

____(initial) If you pay for your membership with EFT (automatic draft from bank account or credit card) your scholarship rate will expire a year after sign up, and regular membership rates will automatically be withdrawn from your account.

Please attach copies of your documentation. The YMCA cannot make copies for you. Original documents **will not be returned.** You are responsible for knowing your expiration date as indicated on your acceptance letter. Please be aware that repeat assistance grants may be subject to fee increases. It is up to you to submit a new application by the deadline if you would like to be considered for continued assistance. If there are changes in your income, you **must** notify the Downtown YMCA. Please be aware that you may be required to provide a new application updating your qualification for financial assistance.

Please Read the Following and Sign where Indicated Below:

I do hereby declare that the information provided on this application for financial assistance is true and correct. I agree to provide additional documentation to verify financial need, if requested. I further understand that my eligibility will be reviewed as determined by the Downtown Oakland YMCA. Failure to provide updated information will result in termination of my financial assistance. It is also the policy of the Downtown Oakland YMCA that **Financial Assistance awards will be revoked if program payments are not made on time.** Participants are subject to the rules and regulations of the Downtown Oakland YMCA.

Your signature indicates that you have read and understand the policies and procedures of the Downtown Oakland YMCA Financial Assistance Program.

Signature: _____ Date: _____

YMCA of the East Bay
CODE OF CONDUCT
Members, Participants, Parents, Volunteers

Welcome to the YMCA of the East Bay. The YMCA is an inclusive organization that strives to create an environment where all people feel welcome, comfortable and secure. Therefore, we have adopted the following code of conduct that applies to everyone at our facilities and while participating in our YMCA sponsored programs.

Individuals are expected to:

- Uphold the YMCA core values of caring, respect, responsibility and honesty.
- Follow facility usage and safety rules.
- Maintain an atmosphere free of derogatory or unwelcome comments, conduct or actions.
- Maintain an atmosphere free of negative behavior focused on another's sex, race, ethnicity, age, religion, disability, sexual orientation or any other legally protected status.
- Be respectful and cooperative with YMCA staff and fellow participants.

The following are not acceptable in YMCA facilities and programs:

- Abusive, harassing, intimidating or obscene language or gestures
- Sexually explicit conversation or behavior, any sexual contact with another person
- Threats of harm, physical aggression or violent acts
- Clothing, signs, symbols, jewelry, tattoos or anything visible that conveys a message of hate, exclusion, intimidation, threat or violence
- Weapons of any kind
- Smoking on YMCA property – the YMCA and its property is a smoke free environment
- Damaging or defacing YMCA property
- Possession, sale, use or being under the influence of alcohol or other controlled substances
- Offensive and unlawful conduct
- Loitering or Solicitation within or on the grounds of the YMCA

Protection of children is an essential value of the YMCA of the East Bay. To uphold this value, the YMCA reserves the right to revoke the membership of or deny access or membership to any person, including one who has been charged with or convicted of any crime involving sexual abuse or who is required by law to register as a sex offender.

Failure to follow the YMCA of the East Bay Code of Conduct will result in disciplinary actions, which may include immediate eviction from the premises, loss of privileges and suspension or termination of membership. The YMCA may contact security, police or other authorities for assistance or to take appropriate legal action.

We encourage individuals who experience or observe inappropriate conduct to promptly report their concerns to YMCA staff. We will make every effort to ensure that reports are investigated and resolved promptly and effectively.

Name (printed) _____ Signature _____ Date _____

(If under the age of 18, a parent/guardian must sign for the minor)