

## PROPOSAL ON ADMINISTRATION OF YOUTH TRAVEL FUND

PROPOSAL: In view of the problems with proper administration of the USATF – Three Rivers Association's (TRA) Youth Travel Fund, the following additional administrative requirements are proposed:

- 1) Within two weeks on the completion of the National Junior Olympics competition, the Chairperson of the Youth Athletics Committee or designated committee member will submit a listing of all eligible athletes from TRA who actually competed in the respective Junior Olympics championship to the Association's Treasurer with a copy to the Association President and Membership Chair . The listing will identify the athlete's club affiliation/or unattached status.
- 2) The Membership Chair will provide a listing of addresses for clubs and unattached athletes listed and forward to the Youth Chairperson or designated committee member via e-mail within one week of receiving the listing.
- 3) The Youth Chairperson or designated committee member will prepare a forwarding letter (form letter) and envelopes addressed to each club that had eligible athletes and to all unattached athletes.
- 4) The Treasurer shall prepare checks for all eligible athletes and deliver to or forward to the Youth Chairperson or designated committee person by registered mail within one week of receiving the listing.
- 5) The Youth Chairperson or designated committee member shall insert checks into appropriate letters to clubs/ or unattached athletes and mail all at one time within one week of receipt of the checks.
- 6) Following mailing of the checks, the Youth Chairperson or designated committee member shall either call or e-mail the club contact persons to whom the club checks were sent and inform them of the mailing of the checks and request the club inform the Youth Committee when the checks have been received and distributed.
- 7) Within one month of mailing the checks, the Youth Chairperson or designated committee member shall issue a report to the Executive Board listing all athletes who were eligible to receive checks, their club affiliation/ or unattached status and confirmation that all clubs have acknowledged receipt of the checks.
- 8) The Treasurer shall include in the Association's Quarterly Financial Report the status of cleared checks for the Travel Fund until such time as all have cleared. The Treasurer may coordinate with the Youth Committee to have phone calls or e-mails made to any clubs/ or unaffiliated athletes who have not cashed their checks within a reasonable time.