

# National Urban Squash and Education Association

## Provisional Membership Application

Dear Program Director:

Thank you for your interest in having your organization join the National Urban Squash and Education Association. The Association was formed in the summer of 2005 by a group of people who have been intimately involved with the country's first urban squash enrichment programs – SquashBusters in Boston, StreetSquash in Harlem, SquashSmarts in Philadelphia and CitySquash in the Bronx. The purpose, then and now, is to support and ensure excellence among existing urban programs, and to promote and initiate the creation of similar programs in other communities. The Association believes in this youth program model and wants to see it grow.

The Association ensures that member organizations provide first-rate programming that makes a positive and lasting difference—academically, athletically, personally and otherwise—in the lives of children from underserved communities, for the benefit of the participants and the urban youth squash movement as a whole. Although each urban youth program is its own distinct legal and financial entity, we recognize that the destinies of the country's urban youth squash programs are in many ways intertwined. By establishing a set of general guidelines which member organizations are required to meet, the Association aims to ensure that its member organizations are successful and that the urban squash movement continues to gain momentum.

In addition to maintaining and promoting excellence among member organizations, the Association intends to spur the creation of new urban youth squash and educational programs, by providing consulting assistance to those interested in starting new programs and by providing funding for those organizations that attain provisional member status. Provisional membership is granted to organizations whose written applications meet the Association guidelines (see Provisional Membership Guidelines) and after a site visit by a representative of the Association (see Application Process & Timeline). Please note that site visits will only be conducted after the written application meets the Association criteria and is fully endorsed by the Association. Within four weeks of its submission, your proposal will be reviewed and you will learn of our response—it will either be approved, denied or more information will be requested. A site visit will be done within two months of an application's submission.

Provisional members receive a \$10,000 grant from the Association in the first year of operation. After one year as a provisional member, programs will be required to submit a written progress report. If approved, full membership will be given, along with a final grant from the Association in the amount of \$5,000.

In addition to the financial assistance that your organization would receive, we believe that there are other important benefits of being a member of the Association. Association members receive (1) reduced rates on USSRA membership and tournament fees; (2) regular consulting assistance from the Association and its members; (3) the ability to participate in Association tournaments and activities, such as the Urban Youth Team Nationals and the Urban Youth Individual Nationals; (4) and enhanced national credibility from the active endorsement of the USSRA and the Association. Provisional members enjoy the same benefits.

We salute you for working on behalf of at-risk children and we look forward to receiving your organization's application. We also welcome you to contact us if you have any questions regarding the criteria, the application and/or the Association in general. Please do not hesitate to pick up the phone and call us or send us an email. We are committed to helping you navigate the application process and we very much hope that your organization will be eligible to join the Association.

Sincerely,

National Urban Squash and Educational Association

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## Provisional Membership Guidelines

The following are guidelines by which the Association will evaluate organizations that apply for provisional membership. The guidelines are intended to help program directors working on the application form. Please note that the Association understands that your organization may be in the early stages of its development, and as such may not meet all of the Association's guidelines at this time. When this is the case, please note in your application if, when and how you plan to meet the guidelines.

- 1) *Staffing*: Employ at least one full-time staff member who has made a commitment to work for the organization for a minimum of two years
- 2) *Non-Profit Status and Incorporation*: Be incorporated and be recognized by the federal government as a 501(c)(3) organization
- 3) *Enrollment*: Work with at least ten children annually
- 4) *Attendance*: Attendance must be recorded daily
- 5) *Programming/Schedule*: Provide participants with at least 100 hours of weekday program activities (squash, academic and other) annually per student; to ensure that the programming is spread out over a considerable period of time, as opposed to consolidated over a small number of days, no weekday session can account for more than three hours of program activities when you add up total hours of weekday program activities.
- 6) *Academic Program*: Provide participants with at least 50 hours of weekday academic activity time annually (as part of the minimum 100 hours of programming described in #4.), including but not limited to homework help, literacy, math and standardized test prep (not arts and crafts, sports, drama, etc.)
- 7) *Squash Program*: Provide participants with a at least 50 hours of weekday squash instruction and practice
- 8) *Community Service Program*: Require the average participant to complete at least ten hours of community service a year
- 9) *Board of Directors and Officers*: Have a board of directors with officers
- 10) *Population*: Involve children from schools that have a student body of which at least 70% is eligible for the federal government's free lunch program (other data may be used to demonstrate economic need if required)
- 11) *Insurance*: Own directors and officers insurance, liability insurance and any other appropriate insurance policies
- 12) *Partnerships*: Demonstrate strong partnerships with the following groups: parents, school(s), volunteers, community groups, and the facilities that your organization utilizes for its practices and activities.
- 13) *Budget*: Possess projected budgets for the first two years of operation
- 14) *Fundraising and Finances*: Possess a sound fundraising plan with a specific strategy
- 15) *Transportation*: Possess a sound transportation plan
- 16) *Measurement*: Regularly measure and evaluate your success as a program, be it academic, attendance, athletic, attrition, or otherwise.

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## Application Form

### **Introduction:**

Please tell us about your organization – its mission and how it is implemented. We would like to know how and by whom the organization was founded. If it answers these questions, your submission may be a prepared brochure. Please limit your answer to one page.

### **1. Staffing:**

Please provide biographies of your organization's current full-time staff, including professional and/or squash backgrounds, familiarity with urban squash and youth enrichment programs, and the length of commitment that each has made to work in a full-time capacity for the organization. If the organization does not yet currently have a full-time staff member, please provide your organization's plans to acquire one. Biographies of part-time employees are welcome.

### **2. Non-Profit Status & Incorporation:**

Please provide a letter from the IRS confirming your organization's tax-exempt status. If no letter is available and 501(c)(3) status is pending, please provide a copy of your organization's application to the IRS for not-for-profit status. Please also provide a copy of the government document confirming your organization's incorporation.

### **3. Enrollment:**

Please describe the number of children that your organization currently enrolls in the program – distinguishing between academic year and/or long-term team participants on the one hand and summer camp and/or pilot program participants on the other. Include in this list your organization's plans, if they exist, to expand enrollment.

### **4. Attendance:**

Please confirm that attendance will be taken at every practice and describe the minimum percentage of practices that a participant must attend in order to remain in good standing in the program.

### **5. Programming/Schedule:**

Please describe the amount of time that your organization requires participants to participate in the program, including the number of practices/activities over the course of the year and the number of hours of each practice/activity. Specifics, including the times at which practice begins and ends, are necessary.

### **6. Academic Program:**

Please describe the academic program, including its mission and the length and frequency of the academic sessions.

### **7. Squash Program:**

Please describe the nature and purpose of your squash program and its practices and activities.

### **8. Community Service Program:**

Please describe the mission and requirements of the community service component of your program.

**9. Board of Directors and Officers:**

Please list your organization's Board of Directors with corresponding professional and/or community associations and biographies, and officers.

**10. Population:**

Please describe the demographics of the population that your organization serves, with an explicit explanation of its relative level of economic need. Numerical data, if available, is appreciated, including information about how many participants qualify for the federal government's free lunch program.

**11. Insurance:**

Please describe the types and coverage amounts of your organization's insurance policies, providing copies of certificates.

**12. Partnerships:**

Please describe the nature of your organization's partnerships with the following groups: (a) parents; (b) school(s); (c) volunteers; (d) community groups; and (e) the facilities that your organization utilizes for its practices and activities. We kindly ask that your application include a letter(s) from an official at your organization's partner facility(ies), confirming that your organization has an agreement to use its facility, how often, and for what length of time. Please submit a similar letter from an official at your partner school(s), describing the nature of the partnership between your organization and the school.

**13. Budget:**

Please include your organization's projected budget for this year and next year.

**14. Fundraising & Finances:**

Please describe your organization's fundraising plan, including the portion of funds raised that you anticipate will come from your board of directors, corporations and foundations, and the general public. Please also describe the level of involvement that your board of directors and any other advisory boards of your organization have in the fundraising process. Additionally, please provide a copy of your organization's balance sheet. The Association would like to know how much money your organization has in the bank.

**15. Transportation:**

Please describe how your participants will be transported to and from program activities (parent, car, public transportation, etc.).

**16. Measurement:**

Please describe how the organization will measure and evaluate its success, be it academic, attendance, athletic, attrition, or otherwise.

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## Application Process & Timeline

Applications are accepted on a rolling basis and should be sent electronically and in hard copy. Those documents that you may not have in electronic form, such as an IRS 501(c)(3) confirmation letter, do not need to be sent electronically. Electronic copies should be sent to [g.zaff@squashbusters.org](mailto:g.zaff@squashbusters.org). Hard copies should be sent to the National Urban Squash and Education Association, c/oSquashBusters, Inc., 795 Columbus Avenue, Roxbury Crossing, Boston, MA 02120-2108.

The Association will respond in writing to your program's application within four weeks of receiving your proposal. Our response to your application will say one of three things.

**1. Need for Clarification:** The Association has questions about your proposal that require further explanation. We will send you a letter stating this and making clear what information and clarification we need. In this case, you will have two weeks to send this information to the Committee from the date you receive our letter.

**2. Program Development Needed:** The Association does not believe your program qualifies for provisional membership. We will send you a letter describing what areas of your program require improvement in order for your organization to reapply for provisional membership. In this case, you will be invited to reapply no sooner than two months from the date of our response letter.

**3. Approval:** The Committee believes that your written application describes a program model that meets the Association's criteria for provisional membership. In this case, the Association will conduct a site visit (1-2 days) within four weeks of our response letter.

Site visits are only conducted for organizations whose written applications are approved. During a site visit, a representative of the Association will visit you and your program and ask questions related both to your written application and to what she/he observes during the site visit. If the site visit confirms the approval status of your written application, you will be sent a letter within two weeks of the site visit granting your program one year provisional membership. Your organization will also be sent a grant of \$10,000.

If the site visit shows areas in need of improvement, you will be sent a letter indicating which area(s) is in need of improvement and what steps you must take to make the improvement(s). If you make the improvement(s) and send a letter describing what you have done, you will be granted provisional membership within two weeks of our receipt of your letter. Your organization will also be sent a grant of \$10,000. Upon completion of one year under your provisional membership, your organization may send a progress report for full membership. If this progress report is approved by the Association, your organization will receive an approval letter and a \$5,000 grant from the Association welcoming your program as a full member of Urban Squash and Education Association. The Association currently has no plans to issue grants to full members.

# National Urban Squash and Educational Association

## Contact Information

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