



Membership Assistance

What is Membership Assistance?

Jamestown Parks and Recreation is pleased to be able to provide as much assistance as possible for qualified individuals and families. This assistance is available within the limits of our resources to members that provide complete documentation showing their inability to pay for the full member rate.

How do I apply?

Submit a completed application along with copies of all supporting documents. The application and supporting documents can be dropped off at the front desk or emailed to trac@jamestownparksandrec.com. To ensure fairness among all applicants, we require the same income verification from all who apply, as noted in the checklist of documentation. Please note we are unable to offer this assistance to college students who have access to fitness centers at the universities, unless applying with dependent children. TRAC reserves the right to cancel memberships at any time if the information provided is found to be false. Financial assistance may not be combined with any other discounts and are only applied to membership rates at TRAC. If you need help completing the application contact the Guest Services Supervisor.

How long does it take to process my application?

This process will be conducted every three months. The Guest Services Supervisor will review applications and documentation to ensure accuracy and completeness. All materials are to be submitted by March 1, June 1, September 1 and December 1. Applications will be reviewed on the 15th of the respective month with membership activated the first of January, April, July, and October. You will be contacted directly by a TRAC Supervisor regarding the status of your application. Once processed and approved, an appointment is made with a Guest Services Attendant to set up membership.

Who determines whether or not my request is approved?

Membership Assistance applications are reviewed by the Guest Services Supervisor and approved by a sub-committee of the TRAC Advisory Committee. To evaluate your needs, TRAC requires specific information about your financial situation as well as any special circumstance(s). Incomplete applications will not be processed until all required documents are submitted. The level of assistance is final and not negotiable.

Since I am only paying a portion of membership, who is paying for the remainder of my membership?

TRAC and the Jamestown Parks and Recreation Foundation sets aside the funds for these memberships on an annual basis to support those in need. Membership Assistance is granted to the limit of the funds available each year.



Membership Assistance

Membership Assistance Application

OFFICE USE ONLY
Date Received: _____
Initial: _____

Applicant Information

Last Name:		First Name:		MI:
Address:			APT/Unit:	DOB:
City:	State:		Zip:	
Phone:	Email:			

Please select the membership type you are applying for:

- Individual
 Family
 Youth
 Senior

Do you have health insurance? Yes No Insurance Provider: _____

List your Household Members- Eligible include up to two adults over the age of 18 and their dependents under the age of 21 living in the same household.

First Name	Last Name	DOB	Gender	Relationship	Will be on membership (Yes or No)

The information above is needed to create an account in our membership software and will not affect the amount of financial assistance to be given.

Why are you interested in Membership Assistance at TRAC? Please share any special circumstance(s):

This assistance is available, within the limits of our resources, to members that provide complete documentation showing their inability to pay the full member rate.



Membership Assistance

Membership Assistance Application - Request Worksheet

Income Verification Checklist: Please only submit copies as we are unable to return original documents. Please cross out sensitive information such as Social Security numbers. This program is confidential, and information submitted is shredded immediately for your protection. Please read carefully and check all that apply to you and attach ALL documents to this form. Incomplete applications will not be reviewed.

Please turn in this sheet along with the following items:

1. Completed Membership Application Form

2. Documentation from one or all of the following categories for you AND anyone within the household.

If you are employed:

- At least 4 full weeks (one month) of current pay stubs
- If you do not receive a pay stub, salary verification, or a letter from your employer must be submitted
- A copy of your most recent Income Tax Return showing your Annual Gross Income (Top Page)

If you are unemployed:

- You must submit your State Unemployment documentation.
- If you are receiving Workers' Compensation, please provide document.

If you did not file taxes:

- An Income and Wage Transcript must be presented. Please contact the IRS Tax Assistance Center at www.irs.gov or call 1.800.908.9946
- If you are self-employed, you must submit your latest business and personal Income Tax Return (Top Page)

If you receive assistance:

- Verification of Section 8 Housing or other subsidized housing assistance
- Itemized worksheet showing monthly assistance/income
- Disclosure of assistance of utility bills
- Copy of Veteran's Benefit Statement
- Verification of Alimony, showing the amount received
- Child Care Assistance
- Verification of Child Support
- Social Services Statement /Foster Child payment slip
- If you are receiving SSI, SSD, TANF, Food Stamps, WIC, Refugee Cash Assistance, General Assistance, Medicaid or Medicare, please submit a copy of the award letter showing the amount received monthly.
- Other Income including rental properties



Membership Assistance

Please provide income documentation for the adults in the household

Household Monthly Income	For YOU	For SPOUSE	For OTHER	SUBTOTAL
Gross Wages, Salaries & Tips				
Social Security & Pensions				
Child Support & Alimony				
Self-Employment/Other				

Year Total Taxable Income*			
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* Your total taxable income for the year can be found on your most recent tax form. It can be found on these common tax forms on the following lines: 1040 - Line 21, 1040ex - Line 6, 1040A Line 15

Your contribution: Two Rivers Activity Center believes that there are many ways to support a vibrant community. As part of the Membership Assistance Program all recipients will be expected to contribute to the success of the community. The expectation is that everyone participating in the Membership Assistance Program will support at least 50% of their membership cost through financial support or volunteer hours. Please indicate below your ability to contribute financially or of your time. The adherence to this expectation will be considered for future Membership Assistance distribution.

- 50% membership cost
- Volunteer hours equivalent of 50% membership cost
- Both financial contribution and volunteer hours equivalent of 50% membership cost. Financial amount able to contribute: _____

Please read before signing: I must submit a copy of any income listed above. I understand that I must also submit a Membership Assistance Application to be considered. I understand that all applicants must submit required income verification as stated above to be considered for TRAC Membership Assistance. In completing this application and signing it, I certify that all the information supplied to Jamestown Parks and Rec/TRAC is true, accurate and complete to the best of my knowledge. I understand that the Membership Assistance expires after six months and if I wish to apply for the Membership Assistance after expiration, I need to resubmit my application with updated income verification.

Primary Member Signature: _____ **Date:** ____/____/____

Developed: June 2017