

## PVACF SPORTS FUNDING POLICY

The purpose of this policy is to define and specify the requirements needed for funding applicants under the sports program.

Each applicant must be a qualified PVACF member and meet the point requirements. To be a qualified PVACF Member, you must volunteer a minimum of 25 hours per fiscal year.

Monies for Sports Travel/Funding Policy are based upon the current sports budget and available funds, along with the number of Veterans applying each fiscal year.

Each Applicant is **REQUIRED** to earn up a minimum of 250 points for Funding eligibility, up to 1000 points per fiscal year.

250 pts = 25% Funding                      250 points are required for Funding for 1 Local event

500 pts = 50% Funding                      500 Points are required for Funding a Regional event

750 pts =75% Funding

1000 pts = 100% Funding    1000 points are required for Funding a National event (Max. 1 per fiscal year; Excluding the NVWG)

Ways to earn points;

Attendance at a BOD/Membership Meeting					50 pts
Attend or Participate in a Chapter Event/Special Event					100 pts
Sign up a Voting Member (SCI/D)					100 pts
Sign up a Volunteer					50 pts
Reconnect a PVA Member					50 pts
Work on a Chapter Committee					50 pts
Attend a VA, local or Regional Sports event Must be reported by Athlete to Chapter Office					50 pts
Volunteer hours (100 pts for every 25 hours served)					100 pts
Attend an SCI/D or Chapter sponsored meeting at local VA hospital					50pts
Find a Sponsor for Sports or Fundraising					100 pts
Attend or Participate in Chapter Fundraiser					100 pts
Write an Article (Newsletter, Media or Website, WIM)					100 pts

Each athlete needs to notify the chapter in writing (text, email, etc.) each month of volunteer hours and fill out the PVACF Sports Athlete Points Log Form to keep accurate records. The Chapter will keep track of PVACF member's volunteer hours and points for each twelve-month period from Oct 1<sup>st</sup> – Sept 30th. An Athlete Points Log will be held at the Chapter Office and maintained by the Sports Director. The chapter office will provide the Sports Director with a volunteer log of member's volunteer hours on a monthly basis. Athletes must also show proof of their training/competition logs for their events (i.e coaches logs, cycling mileage logs, individual training logs, powerlifting logs, etc.)

**Members requesting funding for Sporting activities or events who have not accumulated sufficient points for the twelve month period from Oct 1<sup>st</sup> – Sept 30<sup>th</sup>, may request consideration based upon historical volunteer or chapter participation. This funding will be determined by the Chapter Board of Directors.**

The Chapter will contact members by WIM, phone, mail/email, the chapter website or other sources each month to keep them notified of how they can earn points, verify their status or submit forms for Sports Funding Requests.

**\*See FORM 1: PVACF Sports Athlete Points Log (Example)**

**\*See FORM 2: PVACF Sports Athlete Points Log**

### **FUNDING FOR VETERANS/CAREGIVERS**

PVACF MEMBERS	UP to 100 %	may include Transportation, Housing and/or Meals
CAREGIVER	Up to 100%	may include Transportation, Housing and/or Meals

PVACF members and/or caregivers may be funded up to 100% (including transportation, housing and meals) based upon the current Sports Budget, available funds and/or Board of Director's approval for the current fiscal year. Funds are not to exceed \$1500.00 per fiscal year for National events and \$500 per fiscal year for regional and local events. A written report is preferred, as well, for the purpose of chapter publication.

Applicant must submit the Sports Funding and/or Caregiver Funding Request to the Chapter (in writing by letter or email), prior to the event and at least 30 days before the next Board of Directors Meeting.

### **ARE YOU OR YOUR CAREGIVER BEING FUNDED BY ANOTHER ORGANIZATION OR VETERAN SERVICE ORGANIZATION?**

*If so, you must provide the name of organization, purpose of amount requested and the amount received.*

## **EVENTS DEFINED**

- LOCAL EVENTS:** A local competition, under 250 miles which does not require an overnight stay (Special Consideration will be determined on type of event and reason for request for overnight stay)
- REGIONAL EVENTS:** An event more than 250 miles (under 4 hours) that may require an overnight stay
- NATIONAL EVENTS:** An event that requires travel, lodging and beyond Regional Events

**PVACF WILL NOT pay for services provided being paid for by another agency, individual or organization.**

**Athletes must participate in training for the sports in which they are participating, whenever possible.**

**Athletes must attend and show they participated in the events that they are signed up for, unless excused by the Sports Director, Executive Director or Chapter President. If the member fails to participate or attend the event, ALL Monies will be returned or reimbursed to PVACF.**

**Athletes participating in the NVWG's are required to compete in a minimum of 3 events, in order to receive funding PVACF, unless excused by the Sports Director, Executive Director or Chapter President.**

## **TRAVEL REIMBURSEMENT – NOT OVERNIGHT**

### **Mileage**

**Travel will be reimbursed according to the PVACF Travel Policy. Mileage will be calculated at the PVACF Travel Policy rate by using MapQuest or Google Maps for the most economical points of travel.**

### **Parking and Tolls**

**Actual cost while on PVACF Business (receipts required for reimbursement, when possible)**

### **Meals**

**The chapter may provide meals or payment will be on a per diem basis, according to the PVACF Travel Policy.**

**\*FORM 1 – PVACF Sports Athlete Points Log (Example)**

Paralyzed Veterans of America  
 Central Florida Chapter  
 2711 South Design Ct  
 Sanford, FL 32773  
 Phone: 407-328-7041 Fax: 407-328-7139

**PVACF SPORTS**

**ATHLETE Points LOG**

MEMBER NAME: JOHN SMITH

DATE: / /

**Member Contact  
 Information**

NAME: John Smith  
 ADDRESS: 123 Main Street  
 CITY, ST, ZIP: Lake Mary, FL  
 32746

Month: APRIL

YEAR: 2018

Signature: \_\_\_\_\_

Date: / /

DESCRIPTION	HOURS	POINTS	TOTAL
Spring Splash	8	100	100
Sanford Parade	4	100	100
Board Meeting	5	50	50
Bingo – Lake Nona VAMC	4	100	100
Wrote an article for WIM	3	100	100

Paralyzed Veterans of America Central Florida Chapter

TOTAL | 450 |

## PVACF Sports Athlete Log Form

Each Applicant is **REQUIRED** to earn up a minimum of 250 points for Funding eligibility, up to 1000 points per calendar year.

250 pts = 25% Funding

500 pts = 50% Funding

750 pts = 75% Funding

1000 pts = 100% Funding

250 points are required for 1 Local event.

500 points are required for a sanctioned regional event

1000 points are required for a sanctioned national event (Max. 1 per year: not including NVWG's)

Monies for Sports Travel/Funding Policy is based upon the current sports budget and chapter finances, along with the number of Veterans applying for each calendar year.

Ways to earn points:

Attendance at a BOD/Membership Meeting					50
Attend or Participate in a Chapter Event/Special Event					100
Sign up a Voting Member (SCI/D)					100
Sign up a Volunteer					50
Reconnect a PVA Member					50
Work on a Chapter Committee					50
Attend a VA, local or Regional Sports event Must be reported by Athlete to Chapter Office					50
Volunteer hours (100 pts for every 25 hours served)					100
Attend an SCI/D or Chapter sponsored meeting at local VA hospital					50
Find a Sponsor for Sports or Fundraising					100
Attend or Participate in Chapter Fundraiser					100
Write an Article (Newsletter, Media or Website, WIM)					100

Each athlete needs to notify chapter, each month, of their Volunteer hours. The Chapter will keep track of PVACF member's points for each twelve-month period from Oct 1<sup>st</sup> – Sept 30<sup>th</sup>. An Athlete Points Log will be held at the Chapter Office and maintained by the Sports Director. Special Consideration may be taken into account, should the event provided for be less than 30 days out.

**\*FORM 2 – PVACF SPORTS ATHLETE POINTS LOG**

Paralyzed Veterans of America  
 Central Florida Chapter  
 2711 South Design Ct  
 Sanford, FL 32773  
 Phone: 407-328-7041 Fax: 407-328-7139

**PVACF SPORTS**

**ATHLETE Points LOG**

MEMBER NAME:

DATE: / /

Member Contact Information

NAME:  
 ADDRESS:  
 CITY, ST, ZIP:

Month:

YEAR:

Signature: \_\_\_\_\_

Date: / /

DESCRIPTION	HOURS	POINTS	TOTAL
TOTAL			

Paralyzed Veterans of America

Central Florida Chapter

## PVACF Sports Athlete Log Form

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250 points are required for 1 Local event.

500 points are required for a Regional event

1000 points are required for a National event (Max. 1 per year: not including NVWG's)

Monies for Sports Travel/Funding Policy is based upon the current sports budget and chapter finances, along with the number of Veterans applying for each calendar year.

Ways to earn points:

Attendance at a BOD/Membership Meeting					50
Attend or Participate in a Chapter Event/Special Event					100
Sign up a Voting Member (SCI/D)					100
Sign up a Volunteer					50
Reconnect a PVA Member					50
Work on a Chapter Committee					50
Attend a VA, local or Regional Sports event Must be reported by Athlete to Chapter Office					50
Volunteer hours (100 pts for every 25 hours served)					100
Attend an SCI/D or Chapter sponsored meeting at local VA hospital					50
Find a Sponsor for Sports or Fundraising					100
Attend or Participate in Chapter Fundraiser					100
Write an Article (Newspaper, Media or Website, WIM)					100

Athlete needs to notify chapter of volunteer hours and fill out the Sports Volunteer Form to keep accurate records. The Chapter will keep track of PVACF member's points for a twelve month period. Athlete log will be held at the Chapter Office and maintained by the Sports Director.

## **Sports Equipment Grant**

**Participant must be a PVACF member in good standing and a registered volunteer with an active status in doing volunteer work for PVACF. This person shall only be able to receive funding after being turned down by the VA (IE 1173.06 and 1173.08) sports and recreation programs. They shall provide the proof of denial of support from the VA and proof that the NSO has reviewed the denial. Qualified grants will be at fifty percent matching funds with a \$750 maximum per fiscal year, if funds are available. Grant recipients will be required to show active participation in the sport in which they want equipment assistance.**

**Non-Member Volunteer eligibility will be determined on a case by case basis by the Board of Directors.**

**Special grants and sponsorship will be determined on a case by case basis by the Board of Directors.**

**Receipts are required.**

### **PARTICIPATION IN THE NATIONAL VETERANS WHEELCHAIR GAMES POLICY**

It shall be the policy of PVACF to financially assist or sponsor individual and team participants at the National Veterans Wheelchair Games. Each individual who wishes to attend the National Veterans Wheelchair Games must be a chapter member and must give evidence of 1,000 logged and approved points accumulated from the end of the prior year's games until June 1<sup>st</sup> of the following year (any exceptions must be Board approved). Athletes participating in the National Veterans Wheelchair Games are required to compete in a minimum of three events in order to receive financial assistance from PVACF (any exceptions must be approved by the Sports Director and/or Executive Director and/or President).

Those who wish to participate in future National Veterans Wheelchair Games must correspond with the Sports Director and/or Executive Director before January 15 of the year in which the Games are being held. The Sports Director and/or the chapter office will monitor all hours and dollar amounts. Planning for attending National Wheelchair Veterans Games will be organized with the Veterans Affairs Volunteer Service (VAVS) in each Veterans Affairs Medical Center and monitored by the Sports Director and/or the Executive Director.

### **PROCEDURE**

The Chapter will financially assist the appropriate number of coaches; five (5) athletes for each coach. Medically approved attendants for athletes may receive financial assistance for flight, meals and hotel. The attendant hotel cost can be only ½ the room rate. All financial assistance will be based upon available funds. Any exceptions must be Board approved.



## Being an active member is defined as a person who;

- Is enrolled with an assigned chapter member ID number
- Submits a monthly volunteer time sheet to the Chapter office indicating donated time and effort to the programs of the chapter in carrying out its' mission to our members.

Points earned throughout the year may NOT be carried over into the following year. All volunteer expense/hour vouchers must be turned in to the office by the 5<sup>th</sup> of the following month. It is the Volunteer's responsibility to keep track of his/her hours and turn in the time sheets

Volunteer hours documented during participation in a sporting event will not be counted unless the person is working the event with approval of the Sports Director and/or the Executive Director. All members of each team will be responsible for fundraising/volunteer hours.