



## EMPOWERING C.H.A.M.P.I.O.N.S. FOR LIFE!

1. Athlete expresses need for financial assistance
2. The athletes' family is directed to the Empowered Sports Academy website where they will print the Empowered Growth Academy (EGA) Financial Assistance Application. [EGA Website](#)
3. EGA Financial Assistance Application will need to be completed and returned to Empowered Sports Club's front desk to be placed in Janelle's mailbox, with all supporting documentation before the deadline posted on the EGA website.
4. Janelle will review the application to ensure all documents have been received.
  - a. If documents are missing, Janelle will reach out to the number indicated on the application to obtain the missing information.
5. Janelle will pull up the EGA financial assistance spreadsheet and input the information in the pending tab.
6. The executive director will print the pending file and bring it to the EGA Financial Aid Committee.
7. The Committee will review and approve or deny applicants based on adherence to the policy as well as considering funds available.
8. For those athletes who have been approved for financial assistance, Janelle will complete and send the award letter via email.



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9. The applicant will sign the award letter and return it either via email, or by dropping the award letter off at the Front desk at Empowered (to be put in Janelle's mailbox).
10. Sharon will ensure the athlete is adhering to the attendance policy & completing volunteer hours.
11. Funds will be distributed on the 1<sup>st</sup> of each month to the athletes' account from the EGA account for those athletes who have met criteria set within the application process.