



ARMED SERVICES YMCA

MILITARY OUTREACH INITIATIVE APPLICATION YMCA MEMBERSHIPS ONLY

THIS APPLICATION IS FOR MEMBERSHIPS AT YMCA LOCATIONS ONLY

IN PARTNERSHIP WITH THE ARMED SERVICES YMCA, THE DEPARTMENT OF DEFENSE IS PROUD TO OFFER 6-MONTH GYM MEMBERSHIPS AT PARTICIPATING YMCA FACILITIES NATIONWIDE. TO QUALIFY FOR THIS PROGRAM, MILITARY MEMBERS/FAMILIES MUST MEET ELIGIBILITY CRITERIA FOR ONE OF THE PROGRAM CATEGORIES LISTED BELOW:

MEMBERSHIP ELIGIBILITY CRITERIA:

DEPLOYMENT/MOBILIZATION CATEGORIES:

CATEGORY 1: DEPLOYED GUARD/RESERVE

FOR SPOUSE/CHILD DEPENDENTS DURING DEPLOYMENT AND OR MOBILIZATION

- My spouse is currently on Title 10 Deployment/Mobilization orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My spouse's orders have AT LEAST 3 MONTHS left from today's date
- My spouse has physically relocated away from home, and is not living within commuting distance from home during his/her mobilization/deployment
- I meet all eligibility criteria listed above in this category

CATEGORY 2: RELOCATED SPOUSE

FOR SPOUSE/CHILD DEPENDENTS DURING DEPLOYMENT AND OR MOBILIZATION

- My spouse is currently on Title 10 Deployment/Mobilization orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My spouse's orders have AT LEAST 6 MONTHS left from today's date
- My family have relocated away from the military installation my spouse was deployed from
- I meet all eligibility criteria listed above in this category

NON- DEPLOYMENT/MOBILIZATION CATEGORIES:

CATEGORY 3: INDEPENDENT DUTY PERSONNEL (IDP)

FOR SERVICE MEMBERS WITHOUT ACCESS TO MILITARY GYM EQUIPMENT

- I am currently on Title 10 orders within the United States of America issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My Orders Have AT LEAST 6 MONTHS left from today's date
- I am currently assigned to a command/unit that is geographically isolated from any military fitness facilities and does not offer any access to free physical fitness equipment
- I am living alone and will utilize a gym membership alone, or my family resides with me and will be added to a gym membership with me
- I meet all eligibility criteria listed above in this category

INSTRUCTIONS:

DETERMINE YOUR PROGRAM CATEGORY BEFORE CONTINUING

ARMED SERVICES YMCA NATIONAL HEADQUARTERS CONTACT INFORMATION:

EMAIL: DODYMCA@ASYMCA.ORG (PREFERRED)

PHONE: 571-932-3200 FAX: 703-455-2181

MAIL: ARMED SERVICES YMCA NATIONAL HEADQUARTERS

ATTN: DOD CONTRACT

14040 CENTRAL LOOP SUITE B, WOODBRIDGE VA 22193

FOR MORE INFORMATION, PLEASE VISIT THE ARMED SERVICES YMCA WEBSITE:

HTTPS://WWW.ASYMCA.ORG/YMCA-DOD-MILITARY-OUTREACH-INITIATIVE

NEW MEMBERSHIPS

MILITARY PERSONNEL/FAMILIES-

STEP 1: DETERMINE ELIGIBILITY USING "MEMBER ELIGIBILITY CRITERIA" ON PAGE 1

STEP 2: COMPLETE "SERVICE MEMBER/FAMILY FORM 1: ELIGIBILITY FORM" ON PAGE 6

STEP 3: INDEPENDENT DUTY PERSONNEL CATEGORY ONLY: COMPLETE "SERVICE MEMBER/FAMILY FORM 2: UNIT REQUEST FOR IDP" ON PAGES 7-8

STEP 4: TURN IN PAPERWORK TO LOCAL YMCA MEMBERSHIP SERVICES

LOCAL YMCA MEMBERSHIP SERVICES-

STEP 1: REVIEW SUBMITTED PAPERWORK FOR COMPLETION

STEP 2: COMPLETE "LOCAL YMCA FORM 1: ELIGIBILITY FORM" ON PAGE 9

STEP 3: COMPLETE "LOCAL YMCA FORM 2: REIMBURSEMENT INVOICE" ON PAGE 10

STEP 4: TURN IN APPLICATION TO THE ARMED SERVICES YMCA NATIONAL HEADQUARTERS VIA EMAIL, MAIL OR FAX (EMAIL PREFERRED)

RENEWAL MEMBERSHIPS

MILITARY PERSONNEL/FAMILIES-

STEP 1: DETERMINE RENEWAL ELIGIBILITY USING "MEMBER ELIGIBILITY CRITERIA" ON PAGE 1

STEP 2: COMPLETE (A NEW) "SERVICE MEMBER/FAMILY FORM 1: ELIGIBILITY FORM ON PAGE 6

STEP 3: INDEPENDENT DUTY PERSONNEL CATEGORY ONLY: ATTACH ORIGINAL APPROVED UNIT REQUEST FOR IDP, AND A RENEWAL COMMAND MEMORANDUM (TEMPLATE PROVIDED ON PAGE 5)

STEP 4: TURN IN APPLICATION TO LOCAL YMCA MEMBERSHIP SERVICES

LOCAL YMCA MEMBERSHIP SERVICE-

STEP 1: COMPLETE (A NEW) "LOCAL YMCA FORM 1: ELIGIBILITY FORM" ON PAGE 9

STEP 2: COMPLETE (A NEW) "LOCAL YMCA FORM 2: REIMBURSEMENT INVOICE" ON PAGE 10

STEP 3: ATTACH QUALIFIED 6 MONTH ATTENDANCE RECORD FROM PREVIOUS MEMBERSHIP
ATTENDANCE POLICES LOCATED ON PAGE 4

IF ATTENDANCE DOES NOT MEET REQUIREMENTS, DIRECT THE SERVICE MEMBER/FAMILY TO THE ATTENDANCE WAIVER APPLICATION ONLINE

STEP 4: TURN IN APPLICATION TO THE ARMED SERVICES YMCA NATIONAL HEADQUARTERS VIA EMAIL, MAIL OR FAX (EMAIL PREFERRED)

**ALL PAPERWORK MUST BE REDONE AND SUBMITTED
FOR EVERY 6 MONTH MEMBERSHIP**

PAPERWORK REQUIREMENTS:

SUBMIT ALL REQUIRED PAPERWORK – NO EXCEPTIONS

SPECIAL NOTICE FOR INDEPENDENT DUTY PERSONNEL CATEGORY

To meet the requirements for the IDP Category service members must complete the Unit Request for Independent Duty Personnel Form obtaining both authorization signatures

Signature 1: Commanding Officer or Officer in Charge of the member's unit

Signature 2: Service Branch Point of Contact via email (Page 9)

Correct completion of the IDP form is the service member's complete responsibility. Failure to complete the IDP form correctly will delay the start of the membership.

NEW MEMBERSHIP PAPERWORK REQUIREMENTS:

		CATEGORY		
		DEPLOYED GUARD/RESERVE	RELOCATED SPOUSE	INDEPENDENT DUTY PERSONNEL
SERVICE MEMBER/ FAMILY	SERVICE MEMBER/FAMILY ITEM 1 ELIGIBILITY FORM	✓	✓	✓
	SERVICE MEMBER/FAMILY ITEM 2 UNIT REQUEST FOR IDP			✓
LOCAL YMCA	LOCAL YMCA ITEM 1 ELIGIBILITY FORM	✓	✓	✓
	LOCAL YMCA ITEM 2 REIMBURSEMENT INVOICE	✓	✓	✓

RENEWAL MEMBERSHIP PAPERWORK REQUIREMENTS:

		CATEGORY		
		DEPLOYED GUARD/RESERVE	RELOCATED SPOUSE	INDEPENDENT DUTY PERSONNEL
SERVICE MEMBER/ FAMILY	SERVICE MEMBER/FAMILY ITEM 1 ELIGIBILITY FORM	✓	✓	✓
	SERVICE MEMBER/FAMILY ITEM 2 UNIT REQUEST FOR IDP *COPY OF ORIGINAL*			✓
	SERVICE MEMBER/FAMILY ITEM 3 RENEWAL COMMAND MEMORANDUM			✓
LOCAL YMCA	LOCAL YMCA ITEM 1 ELIGIBILITY FORM	✓	✓	✓
	LOCAL YMCA ITEM 2 REIMBURSEMENT INVOICE	✓	✓	✓
	LOCAL YMCA ITEM 3 6 MONTH ATTENDANCE RECORDS	✓	✓	✓

ATTENDANCE RECORDS AND REQUIREMENTS:

READ ENTIRELY

ATTENDANCE REQUIREMENT:

MEMBERS/FAMILIES USING THE MILITARY OUTREACH INITIATIVE PROGRAM MUST MAINTAIN **AN 8 CALENDAR DAY VISIT PER MONTH** REQUIREMENT FOR THE DURATION OF THE 6 MONTH MEMBERSHIP IN ORDER TO BE CONSIDERED FOR RENEWAL.

ACCEPTABLE FORMS OF ATTENDANCE:

FACILITY USE AND PROGRAM PARTICIPATION ATTENDANCE REPORTS CAN BE ELECTRONICALLY GENERATED FROM THE FACILITY'S EXISTING SOFTWARE SYSTEM. IF YOUR FACILITY DOES NOT HAVE SOFTWARE CAPABILITY, STAFF CAN CREATE A MANUAL LOG WITH THE MEMBER'S PRINTED NAME, SIGNATURE, AND DATE OF VISIT.

HOW TO COUNT ATTENDANCE:

VISITATION IS COUNTED BY CALENDAR DAY ONLY. A VISIT IS DEFINED AS THE SERVICE MEMBER (OR MEMBER OF THE SERVICE MEMBER'S FAMILY) COMING TO THE FACILITY TO PARTICIPATE IN ANY YOUTH OR ADULT ACTIVITY THAT CAN BE TRACKED MANUALLY OR ELECTRONICALLY IN ONE CALENDAR DAY. IF THE MEMBER RETURNS IN THE SAME DAY, ALL VISITS IN THAT DAY ARE COUNTED ONLY ONCE. MULTIPLE SWIPES BY FAMILY MEMBERS IN THE SAME DAY CONSTITUTE ONE VISIT FOR ONE DAY.

MULTIPLE SWIPES FROM THE SAME MEMBER ON THE SAME DAY COUNT AS 1 VISIT.

JOHN SMITH	JANUARY 1, 2018
JOHN SMITH	JANUARY 1, 2018
JOHN SMITH	JANUARY 1, 2018

FAMILY MEMBERS VISITING ON THE SAME DAY COUNT AS 1 VISIT.

JOHN SMITH	JANUARY 1, 2018
PETER SMITH	JANUARY 1, 2018
ALLY SMITH	JANUARY 1, 2018

HOW TO PUT A "HOLD" ON A MEMBERSHIP:

YMCA MEMBERSHIP SERVICES MAY PLACE **ONE HOLD PER MEMBERSHIP PERIOD.** NO ACTION IS NECESSARY UNTIL THE MEMBER/FAMILY WOULD LIKE TO RENEW THE MEMBERSHIP. AT THE TIME OF RENEWAL, **YMCA MEMBERSHIP SERVICES MUST PROVIDE A FORMAL STATEMENT** (ON OFFICIAL YMCA LETTERHEAD) STATING A HOLD WAS PLACED ON THE ACCOUNT FROM DATE - DATE. IF A HOLD IS PLACED ON THE MEMBERSHIP, **THE MEMBERSHIP MUST BE EXTENDED THE AMOUNT OF THE TIME HELD** IN ORDER TO PROVIDE 6 MONTHS OF ATTENDANCE RECORDS FOR THE MEMBER/FAMILY.

EXAMPLE:

ORIGINAL MEMBERSHIP TIMEFRAME: MARCH 1, 2017 - SEPTEMBER 1, 2017

MEMBERSHIP HOLD: JUNE 1, 2017 - AUGUST 1, 2017

NEW MEMBERSHIP TIMEFRAME: MARCH 1, 2017 - NOVEMBER 1, 2017 (WITH A HOLD FROM JUNE 1, 2017 - AUGUST 1, 2017)

FAILED ATTENDANCE?

VISIT [HTTPS://WWW.ASYMCA.ORG/YMCA-DOD-MILITARY-OUTREACH-INITIATIVE](https://www.asymca.org/ymca-dod-military-outreach-initiative) TO DOWNLOAD OUR ATTENDANCE WAIVER APPLICATION.

COMMAND MEMORANDUM EXAMPLES:

ALL COMMAND MEMORANDUMS MUST BE ON DEPARTMENT OF DEFENSE LETTERHEAD

**RENEWAL MEMORANDUM FORMAT
(FOR RENEWAL OF INDEPENDENT DUTY PERSONNEL MEMBERSHIP):**

DOD LETTERHEAD

CURRENT DATE

MEMBER, RANK IS CURRENTLY ASSIGNED TO **UNIT, ADDRESS** FROM **START DATE** TO **END DATE**. THIS MEMBER IS APPROVED AS INDEPENDENT DUTY PERSONNEL, AND IS ELIGIBLE TO RECEIVE A YMCA MEMBERSHIP THROUGH THE MILITARY OUTREACH INITIATIVE AT **YMCA LOCATION, ADDRESS.**

SIGNED, RANK, DATE

TITLE

UNIT

**CLASSIFIED LOCATION MEMORANDUM FORMAT
(FOR DEPLOYMENT/MOBILIZATION):**

DOD LETTERHEAD

CURRENT DATE

MEMBER, RANK IS CURRENTLY DEPLOYED/MOBILIZED FROM **START DATE** TO **END DATE**. DUE TO SECURITY REASONS, LOCATION(S) OF THIS ASSIGNMENT CANNOT BE DISCLOSED. DURING THIS TIME, SPOUSE/CHILD DEPENDENTS OF THIS MEMBER ARE ELIGIBLE TO RECEIVE A YMCA MEMBERSHIP THROUGH THE MILITARY OUTREACH INITIATIVE AT **YMCA LOCATION, ADDRESS.**

SIGNED, RANK, DATE

TITLE

UNIT