

# EXPO



# 2017

TO: All Regional Commissioners  
FROM: AYSO Events Department  
SUBJECT: **2017 AYSO EXPO FINANCIAL ASSISTANCE**

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The EXPO budget includes limited funds for Regions in need of financial assistance to send representatives to their Section's EXPO. This financial assistance is designed specifically to assist with **registration, travel, and hotel related** expenses.

#### ELIGIBILITY REQUIREMENTS

- ✓ Region is less than two years old.
- ✓ Region has fewer than 500 players registered in the current/last completed season.
- ✓ Estimated ending cash balance for the year/season will be less than \$750.

**Special Note:** If your Region does not meet the above criteria but there are extenuating circumstances that should be evaluated, please complete the enclosed financial assistance application and provide a detailed explanation of the circumstances.

#### APPLICATION DEADLINES (must be received by date listed below)

EXPO Southeast (Nashville, TN): December 15, 2016  
EXPO Midwest (Chicago, IL): January 5, 2017  
EXPO Western States (Las Vegas, NV): January 12, 2017  
EXPO Northeast (Westchester, NY): January 19, 2017  
EXPO Pacific (Waikiki, HI): February 23, 2017

#### APPLICATION PROCEDURE

1. Identify the person(s) to be sent to the AYSO EXPO and the type of assistance required (e.g., airfare, mileage reimbursement, hotel).
2. Complete:
  - a. The enclosed Financial Assistance Application
  - b. Current Regional Budget Form (MY2016)
  - c. Current Information Form
  - d. Details of extenuating circumstances (if applicable)
3. Return all of the above items to the AYSO National Office by the application deadline:
  - a. Mail to: AYSO National Office, Attn: Events Dept./Financial Assistance  
19750 S. Vermont Ave. Suite 200  
Torrance, CA 90502
  - b. Email: [events@ayso.org](mailto:events@ayso.org) with subject line: "[EXPO] Financial Assistance for [your Region number]"

#### REVIEW PROCESS

1. Your request will be reviewed with your Area Director prior to final evaluation.
2. The National Office will notify Regions that meet the eligibility requirements and application deadline of their status at least **four weeks** prior to the start of their requested EXPO.
3. Regions **should not** consider themselves "approved" prior to receipt of a written confirmation from the National Office. Approved Regions will receive information on how to submit their financial assistance expenses.

**Assistance will be provided in the form of expense reimbursement.**

# EXPO



# 2017

Section: \_\_\_\_\_

Area: \_\_\_\_\_

Region: \_\_\_\_\_

## Financial Assistance Application

- Requesting EXPO Financial Assistance to attend:
  - EXPO Southeast (deadline: December 15, 2016)
  - EXPO Midwest (deadline: January 5, 2017)
  - EXPO Western States (deadline: January 12, 2017)
  - EXPO Northeast (deadline: January 19, 2017)
  - EXPO Pacific (deadline: February 23, 2017)
- Status:  Pilot; have you held first season?  Yes  No  
 Charter; year established \_\_\_\_\_
- Number of players registered in current/last completed season (anticipated if new pilot): \_\_\_\_\_
- If Region does not meet standard requirements, please give detailed information to assist in evaluating this request: (Use additional sheet if necessary)
- Check type of assistance requested and/or rank in order of preference ( i.e., 1,2,3)
  - \_\_\_\_\_  Airfare for \_\_\_\_\_ person(s)
  - \_\_\_\_\_  Mileage: \_\_\_\_\_ approximate number of miles one way  
**Airfare will be considered if the drive is 200+ miles OR if the cost of mileage is more than the cost of airfare.**
  - \_\_\_\_\_  Hotel accommodations for \_\_\_\_\_ person(s)  
**Accommodations will be handled on a double occupancy basis; will be paired with a roommate**
- The following requested items are attached (\*required):
  - Current Regional Budget\*     Details of extenuating circumstances (if applicable)
  - Current Information Form\*     Other: Describe \_\_\_\_\_

This application must be completely filled out, all reports attached, and received by the EXPO Financial Assistance Deadline for your Section's EXPO for consideration. Pilot regions started between Oct. 1, 2016 and the EXPO dates may apply up to three weeks prior to their meeting, and will be evaluated on a case by case basis.

Regions approved for financial assistance will be **required** to register for the EXPO and pay EXPO registration fees. Individuals are responsible for any optional activities. **Assistance will be provided in the form of expense reimbursement.**

**Regional Commissioner Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Financial Assistance Committee Use Only</b>					Date Rec'd: _____
Approved; Amount \$ _____	Mileage _____	Airfare _____	Hotel _____	Other: _____	
Declined; Reason _____					