

Susan Orman  
Director  
Community Hearts Foundation  
456 Hope Street  
Bellevue, WA 98055

Dear Ms. Orman,

On behalf of the entire NextGen Youth Sports Association, I am honored to present our proposal for the 2025 Summer Youth Sports Program. This submission comes as a heartfelt invitation to the Community Hearts Foundation to join us as a lead partner in transforming the lives of our community's children. Through strategic philanthropy and a shared commitment to youth empowerment, we believe that together, we can offer more than just a summer program—we can deliver a season of growth, belonging, and opportunity for over 300 local youth.

The need for accessible  
During the summer months, many families—face a critical need for the Youth Sports Program. Our skill clinics, and leadership training, resilience, and critical thinking skills for every child, regardless of ability, to thrive in a safe and inclusive environment.

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The proposal enclosed details a request for \$25,000 in funding to support scholarships for over 100 children from low-income households, provide up-to-date safety gear and equipment, maintain high-quality facilities, and deliver community engagement events that strengthen family and neighborhood bonds.

We are excited about the possibility of working together and are deeply grateful for your consideration. Thank you for your commitment to building a stronger, more equitable community.

Sincerely,

Joseph Dripps  
Director  
NextGen Youth Sports Association  
(206) 123-4567  
[jdripps@nextgenyouthsports.org](mailto:jdripps@nextgenyouthsports.org)

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# PROPOSAL

## Youth Sports Program Funding

Prepared for: Susan Orman  
Director

Prepared by: Joseph Dripps  
Director

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## COST SUMMARY

The costs of enrolling your child in our Summer Soccer Program are as follows. Note that costs are per child.

Three months of coaching, practice, and games*	\$275.00
Uniforms (shirts and shorts**)	\$58.00
Field reservation fee (Parks department)	\$35.00

\*Note that we depend on volunteer help to keep our prices low. Please consider volunteering. See the Volunteering page for more information.

\*\*Note that players must purchase their own shoes. Approved styles and outlets are listed on our website at [www.nextgenyouthsports.org](http://www.nextgenyouthsports.org). The cost for a pair of soccer shoes typically varies between \$55 and \$85.







# TEAMWORK

Teamwork is the foundation that elevates the NextGen Youth Sports Association's Summer Youth Sports Program from a series of athletic events to a transformative community experience. In the sports and recreation sector, the ability to collaborate—across coaching teams, families, partner organizations, and volunteers—not only enhances the quality and safety of programming but amplifies our impact on young athletes' lives. At NextGen, we believe that no meaningful change happens alone. It takes a dedicated network, working in unison, to provide every child with the opportunity to play, learn, and lead.

The Summer Youth Sports Program is organized around several high-functioning teams, each with clearly defined roles and collaborative responsibilities. This ensures seamless delivery of services, maximum safety, and a rich environment for youth development and community engagement.

- **Coaching & Mentorship Team**

The Coaching & Mentorship Team is comprised of certified head coaches, assistant coaches, and carefully selected volunteer mentors, all of whom undergo rigorous training in both sport-specific instruction and positive youth development. Together, this team is responsible for guiding over 300 young athletes through daily practices, skills clinics, and competitive play across soccer, basketball, baseball, volleyball, and track and field.

Coaches and mentors meet weekly to align their strategies, share best practices, and coordinate progression goals for each age group. The team emphasizes supportive feedback, individualized attention, and the reinforcement of leadership and sportsmanship values. Their synergy ensures that every participant—regardless of skill level—receives the encouragement, instruction, and mentorship needed to thrive on and off the field.

- **Family Engagement & Support Group**

Recognizing that families are crucial partners in youth development, our Family Engagement & Support Group brings together parents, guardians, and extended family members alongside program staff. This group coordinates open practice events, parent-coach meetings, and family-oriented celebrations such as Kick-Off Day and Season-End Awards.



The Support Group also facilitates regular feedback sessions, ensuring that family voices are heard and incorporated into program improvements. By creating a welcoming and transparent environment, this team helps foster trust, communication, and a sense of shared ownership over each child's developmental journey. The result is a stronger network of care that elevates both the athletic and personal growth of every participant.

- **Community Partnerships & Outreach Team**

Collaboration with local schools, businesses, and nonprofit organizations is vital to expanding access and resources for our program participants. The Community Partnerships & Outreach Team actively forges and maintains these relationships—working closely with entities like the Eastside United School District, Redmond Family Services, and the Community Hearts Foundation.

Through joint initiatives such as scholarship drives, free clinics, and community clean-up events, this team maximizes the reach and inclusivity of our offerings. Their efforts secure additional resources, identify families in need, and ensure that youth from all walks of life benefit from comprehensive support. This collaborative approach also enhances program sustainability and long-term impact.

## **Summary**

The success of the NextGen Youth Sports Association's Summer Youth Sports Program is a testament to the power of teamwork—at every level and across every function. By building dynamic, interconnected teams, we model for our youth the very values we seek to instill: collaboration, respect, and shared responsibility. Through our partnership with the Community Hearts Foundation and the active involvement of families, volunteers, and community organizations, we create an ecosystem where every child is supported, every voice is valued, and every goal is achieved together. Your support empowers this collective effort, ensuring that teamwork remains not just a value, but the engine that drives positive change in our community.





# BACKGROUND CHECK

The safety, integrity, and well-being of every child participating in the NextGen Youth Sports Association's Summer Youth Sports Program are our highest priorities. In the sports and recreation sector—especially when working with youth—comprehensive background checks are not only a best practice but a fundamental requirement. They form the cornerstone of our commitment to providing a secure, inclusive, and trustworthy environment for all participants, families, volunteers, and staff.

## Importance of Background Checks in Youth Sports

At NextGen Youth Sports Association, we recognize that entrusting children to our care is a profound act of faith by families and the community. Our organization is dedicated to fully justifying that trust by implementing robust screening protocols for all individuals who interact directly with youth, manage sensitive information, or oversee financial transactions. Background checks are particularly crucial for:

- **Protecting Vulnerable Populations**

Children are among the most vulnerable members of society, and youth sports programs present unique opportunities for mentorship, character building, and lifelong friendships. Ensuring that every adult—be it a coach, mentor, volunteer, or administrative staff member—has a clear history free of offenses that could jeopardize a child's safety is a non-negotiable standard in our organization.

Our process is designed to screen for any history of abuse, neglect, violence, or exploitation, thus providing peace of mind to parents, funders, and partners such as the Community Hearts Foundation.

- **Upholding Organizational Integrity**

Our core value of integrity demands that all personnel operate with transparency, honesty, and ethical responsibility. By conducting thorough background checks, we verify the credentials and character of every staff member and volunteer, ensuring that only individuals who share our values and mission have the privilege of representing NextGen.



This process not only mitigates risk but also strengthens our organizational culture and public reputation, ensuring donors and grant committees that their investment is managed by a team committed to the highest industry standards.

### **Types of Background Checks and Verification**

To create a safe and accountable environment, we utilize a multi-tiered background check system tailored to the responsibilities of each role within the organization. Our screening measures include:

- **Criminal History and Sex Offender Registry Checks**

All coaches, mentors, and volunteers undergo national and state-level criminal background checks, as well as sex offender registry screening. This ensures there are no disqualifying convictions that would compromise participant safety or violate legal regulations governing youth sports programs.

- **Identity and Employment Verification**

For staff members with access to confidential information, financial resources, or leadership authority, we conduct additional identity verification and employment history reviews. This step reinforces our due diligence when onboarding key personnel and upholds the standards outlined in our contract and by our partners.

- **Reference and Credential Checks**

We require references for all staff and volunteers, including personal and professional endorsements. Credential validation is performed for coaches and trainers to verify certifications in their respective sports and in areas such as first aid and CPR.

### **Compliance with Privacy Laws and Subject Rights**

Respecting the privacy and dignity of all individuals is paramount during the background check process. NextGen Youth Sports Association follows all relevant federal, state, and local laws—including the Fair Credit Reporting Act (FCRA)—that govern the collection, use, and storage of sensitive information.





- **Consent and Disclosure**

Every individual subject to a background check receives a clear written disclosure about the scope and purpose of the screening. Formal consent is obtained prior to initiating checks, and all individuals have the right to review the findings.

- **Right to Review and Correct Information**

Should a background check yield adverse or incorrect information, the subject is notified and granted the opportunity to dispute or correct the record. We are committed to fair and transparent processes and believe in the principles of truthfulness, rehabilitation, and due process.

## **Background Check Procedures and Scheduling**

Maintaining the safety and quality of our programs requires ongoing vigilance and systematic implementation of background checks throughout the year. Our process is as follows:

- **Step 1: Pre-Service Screening**

Background checks are initiated during the recruitment or application phase for all new staff and volunteers. No individual may begin work or have unsupervised access to youth until the screening is completed and results are reviewed.

- **Step 2: Annual Renewals**

All background checks are updated annually, prior to the start of each summer season. Returning staff and volunteers must consent to renewed screening to ensure continued compliance with standards and current eligibility requirements.

- **Step 3: Documentation and Confidentiality**

All records related to background checks are securely stored and accessible only to authorized personnel. Confidentiality is strictly maintained in compliance with applicable privacy laws and organizational policies.



- **Step 4: Post-Check Decision and Notification**

Upon completion of the background check, candidates are notified of their status. If approved, they move forward to training and onboarding. In the event of disqualifying findings, individuals are informed, and, where appropriate, given the chance to provide explanation or correct errors under established policy.

### **Legal Statement and Liability Release**

All individuals subject to background checks must complete and sign a consent and liability waiver form. This document authorizes NextGen Youth Sports Association to conduct background screenings and releases the organization and any third-party screening providers from liability for the acquisition and use of information obtained in good faith.

### **Commitment to Funders and the Community**

By upholding rigorous background check procedures, NextGen Youth Sports Association delivers on its promise to prioritize youth safety, organizational accountability, and ethical stewardship of philanthropic resources. Grant committees and donors can be assured that every effort is made to minimize risk, uphold trust, and foster a program environment where every child, parent, and community member feels secure and valued.

Your generous support helps us maintain these gold-standard practices, guaranteeing that the Summer Youth Sports Program not only meets but exceeds the expectations of the families and funders we proudly serve.





Coaching is the cornerstone of the NextGen Youth Sports Association's Summer Youth Sports Program. In the sports and recreation industry, effective coaching is not simply about teaching children the rules of a game—it is about nurturing character, building self-confidence, and creating an inclusive environment where every child is empowered to reach their full potential. Our coaching approach is designed to foster not only athletic skill but also teamwork, leadership, and lifelong healthy habits. At NextGen, we recognize that coaches are role models and mentors, entrusted with the responsibility to inspire, guide, and safeguard the well-being of every young athlete who joins our program.

In partnership with the Community Hearts Foundation, we are committed to ensuring that our coaching staff exemplifies the highest standards of safety, professionalism, and positive youth development. Our coaches are carefully selected for their expertise, background, and dedication—and then equipped with ongoing training in both sport-specific instruction and holistic youth engagement. Through this intentional investment in coaching, we deliver a summer experience that is not just fun and educational, but truly transformative for over 300 participating children.

## **Coach**

Our coaching team is composed of certified head coaches, assistant coaches, and volunteer mentors, each with a passion for youth development and sportsmanship. Every coach undergoes an extensive vetting process, including background checks, reference verification, and interviews to ensure alignment with NextGen's core values of integrity, inclusion, and excellence.

- **Lead Coaching Team**

The Lead Coaching Team for the Summer Youth Sports Program includes:

- Head Coach: Marcus Reed (Soccer, Basketball)

Phone: (206) 555-3041

Email: [mreed@nextgenyouthsports.org](mailto:mreed@nextgenyouthsports.org)



Address: 123 Community Park Drive, Redmond, WA 98052

- Assistant Coach: Emily Foster (Baseball, Volleyball)

Phone: (206) 555-7782

Email: [efoster@nextgenyouthsports.org](mailto:efoster@nextgenyouthsports.org)

Address: 123 Community Park Drive, Redmond, WA 98052

- Volunteer Mentor Coordinator: Lisa Kim

Phone: (206) 555-1123

Email: [lkim@nextgenyouthsports.org](mailto:lkim@nextgenyouthsports.org)

Address: 123 Community Park Drive, Redmond, WA 98052

These leaders are joined each season by over two dozen assistant coaches and mentor volunteers, all trained in both technical sport skills and positive youth engagement.

### **Coaching Philosophy**

At NextGen Youth Sports Association, our coaching philosophy is founded on the principle: “Every child can succeed when given encouragement, guidance, and room to grow—on the field and in life.” We believe that positive reinforcement, respect, and effort are the keys to unlocking each athlete’s potential, regardless of their starting skill level.

Our approach emphasizes:

- Skill development over winning at all costs, fostering resilience and a growth mindset in every participant.
- Inclusivity, making sure all children—regardless of experience, background, or ability—feel welcome and empowered.



- Character education, using sports as a vehicle to teach responsibility, teamwork, perseverance, and leadership.
- Healthy competition, teaching young athletes to strive for personal and team excellence while embracing the values of sportsmanship and fair play.

We remind our athletes daily that “The lessons you learn on the field shape the leader you become off it.” Our coaches are trained to celebrate effort, improvement, and ethical decision-making as much as athletic achievement.

### **Coaching Activities**

Our Summer Youth Sports Program is structured to deliver a robust mix of skill-building, gameplay, mentorship, and leadership activities under the direct supervision of our coaching staff. Each week is designed to balance technical training with fun, teamwork, and personal growth.

- **Daily Practice Sessions**

Warm-up routines focused on injury prevention, flexibility, and cardiovascular health.

Sport-specific drills targeting fundamentals such as dribbling, passing, serving, fielding, and running technique.

Rotating stations to ensure athletes gain exposure to multiple sports—including soccer, basketball, baseball, volleyball, and track and field.

Adaptive modifications for athletes with special needs, ensuring all children participate fully and safely.

- **Weekly League Play and Game Days**

Organized intra-league games where athletes apply newly learned skills in a supportive, low-pressure environment.

Emphasis on team rotation and inclusive participation to foster a sense of belonging and mutual respect among all players.





Coaches use game settings to reinforce lessons in teamwork, resilience after setbacks, and celebration of effort.

- **Skill Clinics and Guest Coach Sessions**

Specialized clinics led by guest coaches and local athletes, providing advanced training and inspiration.

Focused sessions on leadership and goal setting, embedded within athletic instruction.

- **Mentorship and Leadership Workshops**

Coaches facilitate group discussions and activities centered on communication, conflict resolution, and community service.

Older participants are paired with younger athletes in a “buddy” system, encouraging peer mentorship and leadership development.

- **Family Engagement and Coach-Parent Meetings**

Regular opportunities for families to observe practice, meet with coaches, and receive feedback on their child’s progress.

### **Additional Information**

The NextGen Summer Youth Sports Program is operated at the Community Park Complex (123 Community Park Drive, Redmond, WA 98052) with practices and games scheduled Mondays through Fridays, 9:00 AM – 4:00 PM. All facilities are ADA accessible, and adaptive equipment is available upon request. Families receive a detailed schedule and handbook at enrollment outlining all session times, code of conduct expectations, and supply lists (e.g., athletic shoes, water bottle, sun protection).

- **Training and Certification**

All coaches are required to maintain current certifications in first aid, CPR, and sport-specific instruction. Ongoing professional development in youth safety, trauma-informed coaching, and inclusion is mandatory.



- **Pricing and Scholarships**

Thanks to the generous support of the Community Hearts Foundation, over 100 scholarships are available to ensure cost is never a barrier. There are no additional fees for coaching, clinics, or mentorship workshops—full participation is included in each child’s enrollment.

- **Prerequisites and Participation**

Children must be enrolled and have up-to-date health forms and waivers on file before participating. No prior sports experience is required—our program welcomes absolute beginners through advanced young athletes.

- **Recognition and Certificates**

At season’s end, every participant receives a Certificate of Achievement highlighting both athletic and personal growth, individually presented by their coach as a testament to the journey they have completed.

Through this comprehensive, mission-driven approach to coaching, NextGen Youth Sports Association delivers more than a summer of play—we build a foundation for lifelong health, leadership, and community engagement. With the continued support of our donors and partners, we are ensuring that every child’s summer is filled with opportunity, learning, and joyful memories that will last a lifetime.





# SCHEDULE OF EVENTS

The schedule of events for the NextGen Youth Sports Association's 2025 Summer Youth Sports Program is carefully crafted to maximize youth engagement, foster skill development, and build lifelong memories for participants and their families. This robust line-up features a blend of athletic, community, and mentorship events—each designed to support physical health, personal growth, and a strong sense of belonging. Registration is required for all program participants, and families are encouraged to attend community events and celebrations. Special guest speakers, local athletes, and partner organizations will be highlighted throughout the summer, creating unique opportunities for inspiration and learning.

Below is an overview of the key events scheduled for the upcoming season. Each event is open to all enrolled children, with select activities inviting family and community participation. The following schedule demonstrates our commitment to providing a comprehensive and inclusive experience—one that aligns with the philanthropic mission of the Community Hearts Foundation and delivers tangible, measurable impact to our local youth.

- **Summer Kick-Off & Family Orientation**

Date: Saturday, June 21, 2025

The Summer Kick-Off serves as the official launch of our program, introducing participants and families to our coaching staff, volunteers, and community partners. This high-energy event features a welcome address by NextGen's Director, special remarks from a Community Hearts Foundation leader, and demonstrations by our coaching team. Families will receive important program materials, meet team leaders, and tour facility spaces. Fun icebreaker activities, music, and refreshments will ensure an inclusive, festive atmosphere as we build excitement for the weeks ahead.

Location: Community Park Complex, 123 Community Park Drive, Redmond, WA 98052

Contact: (206) 123-4567, [info@nextgenyouthsports.org](mailto:info@nextgenyouthsports.org)

Web Site: [www.nextgenyouthsports.org/kickoff](http://www.nextgenyouthsports.org/kickoff)



- **Weekly Skills Clinics & Team Practices**

Date: Mondays–Fridays, June 23 – August 15, 2025

Throughout the summer, all athletes will participate in structured daily practices and weekly skills clinics tailored to their age and skill level. Led by certified coaches and mentor volunteers, these sessions focus on sport fundamentals (soccer, basketball, baseball, volleyball, track & field), injury prevention, teamwork, and leadership. Guest coaches—including collegiate athletes and local sports figures—will host specialty clinics, providing advanced instruction and inspiration. These activities are critical for athlete development and community building, and full participation is expected of all enrollees.

Location: Community Park Athletic Fields & Gymnasiums

Contact: (206) 123-4567, [coaching@nextgenyouthsports.org](mailto:coaching@nextgenyouthsports.org)

Web Site: [www.nextgenyouthsports.org/calendar](http://www.nextgenyouthsports.org/calendar)

- **Mid-Season Family Day & Community Health Expo**

Date: Saturday, July 19, 2025

This special event invites families and the broader community to celebrate the program’s progress and prioritize wellness. Attendees can participate in family-friendly competitions, nutrition workshops, and fitness challenges. The Health Expo—presented in partnership with local healthcare providers and the Community Hearts Foundation—offers free health screenings, mental wellness resources, and nutrition education. This day reinforces our holistic approach to youth development and strengthens bonds among families, volunteers, and community partners.

Location: Community Park Main Pavilion

Contact: [events@nextgenyouthsports.org](mailto:events@nextgenyouthsports.org), (206) 123-4567

Web Site: [www.nextgenyouthsports.org/familyday](http://www.nextgenyouthsports.org/familyday)



- **Mentorship & Leadership Workshops**

Date: Wednesdays, July 2 – August 13, 2025 (Weekly)

These interactive workshops are a cornerstone of our leadership development initiative. Young athletes are paired with community mentors for guided discussions on goal setting, communication, conflict resolution, and community service. Each session features guest speakers—ranging from local business leaders to collegiate athletes—who share their stories and advice. Workshops are designed to be inclusive, engaging, and empowering, reinforcing the values of resilience and teamwork.

Location: Community Park Conference Room & Outdoor Spaces

Contact: [mentorship@nextgenyouthsports.org](mailto:mentorship@nextgenyouthsports.org), (206) 123-4567

Web Site: [www.nextgenyouthsports.org/leadership](http://www.nextgenyouthsports.org/leadership)

- **Season-End Celebration & Awards Ceremony**

Date: Saturday, August 16, 2025

The summer concludes with a spirited awards ceremony, honoring the growth and achievements of every athlete. Coaches present certificates and special awards for sportsmanship, leadership, and most improved player in each division. Families, donors, and community partners—including representatives from the Community Hearts Foundation—are encouraged to attend and be recognized for their support. The event features games, food, music, and the sharing of success stories that encapsulate the season's impact. This celebration serves as a powerful reminder of what can be achieved when a community comes together to invest in its youth.

Location: Community Park Amphitheater

Contact: (206) 123-4567, [info@nextgenyouthsports.org](mailto:info@nextgenyouthsports.org)

Web Site: [www.nextgenyouthsports.org/celebration](http://www.nextgenyouthsports.org/celebration)





## Notes

Registration for all events is included with program enrollment; additional family members and community guests may RSVP via our website.

All events are ADA accessible, with accommodations available upon request—please notify staff in advance for any special requirements.

In the event of inclement weather, outdoor events will be relocated to onsite gymnasiums or rescheduled, with updates provided via email and text notification.

Volunteer and exhibitor opportunities are available for each event. Interested parties should contact [volunteer@nextgenyouthsports.org](mailto:volunteer@nextgenyouthsports.org) or visit our website for more information.

The above schedule may be subject to minor adjustments to best meet the needs of participants and in response to evolving public health guidance. Detailed, up-to-date event information will always be available on our website and through our program communications.

Through this ambitious and thoughtfully designed series of events, the NextGen Youth Sports Association ensures that every child, family, and supporter experiences a summer of growth, connection, and celebration—one that exemplifies our collective commitment to healthy, empowered youth.





# ENROLLMENT

Enrollment in the NextGen Youth Sports Association's Summer Youth Sports Program is a fundamental gateway to opportunity, personal growth, and community engagement for local youth. Each year, our enrollment process is intentionally designed to be accessible, transparent, and welcoming—removing barriers and ensuring that every child, regardless of their circumstances, has the chance to participate in high-quality sports programming. As we prepare for our upcoming summer session, we are especially focused on providing expanded access to underserved and low-income families, thanks to the generous support we seek from the Community Hearts Foundation and other philanthropic partners.

Our Summer Youth Sports Program will serve over 300 children throughout Redmond and surrounding areas, offering leagues and clinics in soccer, basketball, baseball, volleyball, and track and field. Enrollment is not only an administrative step; it's a promise—to our athletes, their families, and our community—that every participant will benefit from expert coaching, positive mentorship, and a safe, inclusive environment.

## Requirements

To ensure a successful and equitable enrollment process, we have established requirements that balance accessibility with standards for safety, eligibility, and program integrity. These requirements are fully aligned with the values of both NextGen Youth Sports Association and the Community Hearts Foundation, maintaining our commitment to inclusion, integrity, and community impact.

### ● Age and Residency

Children ages 5–17 are eligible to enroll, with divisions grouped by age and skill level to promote fair play and age-appropriate instruction. Residency in Redmond or nearby communities is preferred, but not required, as we strive to make our program accessible to all regional youth.

We do not require proof of citizenship or immigration status, as part of our pledge to reduce barriers for marginalized families. However, families must provide proof of age (such as a birth certificate or school ID) and emergency contact information for safety purposes.



- **Physical, Health, and Special Needs Assessments**

All participants must submit a health form, signed by a parent or guardian, detailing any relevant medical conditions, allergies, or special needs. This information helps us ensure every child receives necessary accommodations and participates safely.

Our program welcomes youth of all abilities. We offer adaptive sports options and individualized supports for children with physical or developmental challenges. If additional resources are needed, families are encouraged to reach out during enrollment.

- **Financial and Scholarship Eligibility**

Thanks to our partnership with the Community Hearts Foundation, scholarships are available for over 100 youth from low-income families. To be considered for financial assistance, families must provide a brief application and documentation of need (such as eligibility for free/reduced lunch, participation in public assistance programs, or a letter from a community service provider).

We uphold strict confidentiality for all scholarship applications, ensuring dignity and privacy for every family.

## **Dates**

Enrollment for the 2025 Summer Youth Sports Program will open on March 15 and remain available until all spots are filled or until May 31, whichever comes first. Due to high demand and our commitment to safe coach-to-participant ratios, enrollment is limited to 325 children this season.

- **Open Enrollment Period**

Online and in-person enrollment begins March 15, 2025. Early enrollment is encouraged to guarantee participation, especially for families seeking scholarships or adaptive programming.

Should the program reach capacity before May 31, a standby (waitlist) will be activated. Families on the waitlist will be notified promptly if space becomes available due to cancellations.



- **Notification Dates**

Families receiving scholarships will be notified of their status within two weeks of submitting a complete application. Confirmations of enrollment, division assignments, and program information packets will be sent by June 1, 2025.

## **Instructions**

Enrolling in the Summer Youth Sports Program is streamlined to accommodate busy families, first-time participants, and those who may encounter unique barriers. We offer multiple methods and comprehensive support throughout the process.

- **Online Enrollment**

Families may enroll via our secure web portal at [www.nextgenyouthsports.org/enroll](http://www.nextgenyouthsports.org/enroll). The online system is mobile-friendly, available in English and Spanish, and guides families through each step: participant details, health forms, scholarship application (if needed), and electronic waivers.

Upon submission, families receive a confirmation email and follow-up instructions for next steps (such as uniform sizing, event RSVPs, and volunteer opportunities).

- **In-Person and Assisted Enrollment**

For those without internet access or requiring additional help, enrollment assistance is available at our Community Park office (123 Community Park Drive, Redmond, WA 98052) weekdays from 10 AM to 6 PM. Trained bilingual staff and volunteers will provide support with forms, translation, and documentation.

Returning participants may expedite enrollment by updating existing records rather than completing a new application. Transfer students from other local programs and youth with special needs are encouraged to contact our office for individualized guidance.

- **Special Needs and Adaptive Enrollment**

We are committed to inclusive participation. Families of youth with disabilities or complex medical needs should schedule a brief intake meeting (virtual or in-person) with our Inclusion Coordinator. This ensures that all required accommodations and supports are arranged in advance.

All enrollment forms and program communications are available in accessible formats upon request.

## **Cancellation Policy**

We understand that family circumstances may change unexpectedly. Our cancellation policy is designed to be fair and flexible, while also ensuring program sustainability.

- **Cancellation Timeline**

Enrollees may cancel participation without penalty until June 1, 2025. After this date, a \$25 administrative fee will be deducted from refunds to help offset costs already incurred for uniforms, equipment, and planning.

In cases of documented medical emergencies or relocations, the administrative fee may be waived at the discretion of the Program Director.

- **Waitlist and Replacements**

When a cancellation occurs, the next eligible child on the standby list will be offered immediate enrollment. This ensures that all available program spots are filled and as many youth as possible benefit from the summer experience.





## Other Considerations

- **Program Fees and Scholarships**

The full program fee is \$200 per participant, covering coaching, facility use, equipment, and all scheduled events. For families unable to pay the full fee, scholarship assistance is widely available—no child will be turned away for financial reasons. All scholarship recipients receive the same uniform, gear, and opportunities as their peers.

- **Schedule Interruptions and Adjustments**

In the event of severe weather, public health advisories, or other unforeseen circumstances, program dates and locations may be adjusted. Families will be notified via email, text, and the NextGen website, with all efforts made to reschedule missed activities or provide alternative programming.

- **Health and Safety Protocols**

Our enrollment process integrates up-to-date health and safety measures, including COVID-19 precautions and requirements for immunization records (as recommended by local health authorities). Further details are outlined in the enrollment packet.

## Additional Information

For more details about the enrollment process, program requirements, or to request assistance, families are encouraged to contact us directly:

Website: [www.nextgenyouthsports.org/enroll](http://www.nextgenyouthsports.org/enroll)

Email: [info@nextgenyouthsports.org](mailto:info@nextgenyouthsports.org)

Phone: (206) 123-4567

Office: 123 Community Park Drive, Redmond, WA 98052

Our team is committed to providing every child and family a welcoming, accessible path to join the NextGen community. Together, and with the vital support of the Community Hearts Foundation, we can ensure that the doors of opportunity remain wide open for every aspiring young athlete in our region.





# REQUIREMENTS

The following project requirements will be met to the satisfaction of Community Hearts Foundation. The requirements outlined here ensure that every aspect of the Summer Youth Sports Program is executed to the highest standards of safety, inclusivity, and impact, reflecting both the expectations of philanthropic partners and the needs of our community.

Our commitment to delivering a transformative summer experience for over 300 local children—especially those from underserved backgrounds—is anchored in clear, measurable, and industry-aligned requirements. By adhering to these standards, NextGen Youth Sports Association guarantees that all program outcomes, contractual terms, and operational standards are consistently met or exceeded.

- **Requirement #1**

Description: All project deliverables must be delivered and perform to their specifications.

Each program component—from youth leagues to skill clinics, mentorship workshops, and community engagement events—will be executed as described in the proposal. This includes providing safe, age-appropriate sports instruction; distributing equipment and safety gear; and meeting all promised timelines for events and training. Deliverables will be tracked and documented, ensuring that all activities align with the scope and intended outcomes outlined in our project plan and detailed in related proposal sections such as the Schedule of Events and Coaching chapters.

- **Requirement #2**

Description: All contractual obligations must be met as outlined in the contract and addendums.

NextGen Youth Sports Association will honor all terms specified in the funding agreement, including compliance with grant reporting requirements, responsible use of funds, and fulfillment of agreed-upon participation targets (serving 300+ youth, with at least 100 scholarships awarded to families with financial need). Any changes to program scope, budget allocation, or scheduling will be



communicated promptly, with full transparency and in partnership with Community Hearts Foundation. The terms of this proposal, as well as any formal addendums or agreements, are considered binding and will guide all program operations and stewardship of donated resources.

- **Requirement #3**

Description: All required documentation and training must be complete.

All volunteers, coaches, and program staff will complete mandatory background checks, first aid/CPR certification, and specialized youth safety training prior to the start of the summer session. Comprehensive documentation—including health forms, waivers, and progress tracking—will be maintained for every participant. Training plans and program handbooks will be distributed to ensure consistency in instruction, behavioral standards, and emergency response protocols. Detailed documentation and compliance records will be available for funder review at any time, demonstrating our dedication to safety, integrity, and accountability.

- **Requirement #4**

Description: All system requirements must be met.

Successful program delivery depends on the secure and efficient use of facilities, equipment, and digital tools. Athletic venues will meet all safety, accessibility, and maintenance standards as regulated by local authorities and youth sports industry best practices. Equipment—including balls, protective gear, and adaptive devices—will be regularly inspected and replaced as needed. Digital systems for registration, communication, and reporting will be maintained to ensure data security, user privacy, and ease of family access. Our systems infrastructure is designed to support seamless enrollment, scheduling, and program evaluation.

- **Requirement #5**

Description: All functional requirements must be met.

The Summer Youth Sports Program will deliver all core functions as promised: inclusive enrollment, equitable team placement across multiple sports, tailored instruction for varying skill levels, and accessible community events open to all families. Adaptive supports will be implemented for youth with disabilities or

special needs, ensuring every child can fully participate. Ongoing assessment of program delivery—using surveys, attendance tracking, and feedback sessions—will ensure that all functional benchmarks are achieved and that continuous improvements are made in real time.

#### ● **Requirement #6**

Description: All performance requirements must be met.

A clear set of performance metrics will guide implementation and evaluation. Key indicators include: maintaining a minimum 90% participant satisfaction rate (measured via post-season surveys), achievement of target enrollment and scholarship distribution numbers, and completion of all scheduled events within the summer timeframe. Additionally, coaches and volunteers will be evaluated on their ability to foster positive environments, model sportsmanship, and respond to participant needs. Regular reporting and outcome measurement will be shared with Community Hearts Foundation to confirm ongoing alignment with grant objectives and to provide tangible evidence of community impact.

### **Summary**

By rigorously adhering to these requirements, NextGen Youth Sports Association assures Community Hearts Foundation and all stakeholders that every dollar invested translates directly into real, lasting benefits for our youth and community. We recognize that clear expectations, measurable deliverables, and unwavering accountability are the foundation for trust in any philanthropic partnership.

Our requirements framework is designed not only to meet the standards of grant committees and funders, but to set a new benchmark for excellence in youth sports and recreation programming. Through ongoing evaluation, transparent reporting, and steadfast commitment to our mission, we will deliver a Summer Youth Sports Program that fulfills every promise—empowering children, uplifting families, and creating a legacy of opportunity and connection that will echo for years to come.



## REFERENCES

The following are valued partners and client organizations who have graciously agreed to serve as references for NextGen Youth Sports Association. Each has firsthand experience with our commitment to youth development, safety, and community engagement in the sports and recreation sector. We invite the Community Hearts Foundation, grant committees, and philanthropic donors to contact any of these references for insights into our professionalism, impact, and the high standards we uphold in every program we deliver. For additional testimonials, please visit our references page at:

[www.nextgenyouthsports.org/references](http://www.nextgenyouthsports.org/references)

- **Eastside United School District**

Eastside United School District

Dr. Thomas Emery

Director of Student Programs

Phone: (425) 555-1907

E-mail: [temery@eastunitedschools.org](mailto:temery@eastunitedschools.org)

[www.eastunitedschools.org/partnerships/nextgen](http://www.eastunitedschools.org/partnerships/nextgen)

NextGen Youth Sports Association was selected by Eastside United School District to design and implement after-school and summer athletics for K-12 students. We were chosen due to our proven track record with inclusive, evidence-based programming and our exceptional approach to student safety, background checks, and mentorship. Our work resulted in increased student participation, higher parent satisfaction ratings, and measurable improvements in teamwork and leadership among youth participants.



- **Redmond Family Services**

Redmond Family Services

Angela Martinez

Community Outreach Director

Phone: (206) 555-4492

E-mail: [amartinez@redmondfs.org](mailto:amartinez@redmondfs.org)

[www.redmondfs.org/youth-sports-success](http://www.redmondfs.org/youth-sports-success)

Redmond Family Services partnered with NextGen to expand recreational opportunities for underserved and at-risk youth in Redmond. Our organization was selected following a competitive review process because of our comprehensive inclusion initiatives and our commitment to removing financial barriers for families. Angela Martinez can speak to our effectiveness in engaging diverse communities, coordinating volunteer involvement, and delivering programs that promote both physical health and social-emotional growth.

- **Healthy Futures Foundation**

Healthy Futures Foundation

Samuel Lee

Program Manager, Youth Initiatives

Phone: (425) 555-8872

E-mail: [slee@healthyfutures.org](mailto:slee@healthyfutures.org)

[www.healthyfutures.org/impact/nextgen-sports](http://www.healthyfutures.org/impact/nextgen-sports)

Healthy Futures Foundation awarded NextGen Youth Sports Association a multi-year grant to pilot trauma-informed coaching and wellness programs for local youth. We were chosen as the lead partner based on our proactive safety measures, robust coach training protocols, and our industry reputation for maximizing donor impact. Samuel Lee can attest to our transparent reporting, data-driven evaluation methods, and the impressive outcomes achieved in participant well-being and community involvement.



## Notes

All references are available for direct contact via phone or e-mail; please identify your organization and the context of your inquiry for a prompt response.

Additional references, letters of support, and detailed program performance reports are available upon request.

For the most up-to-date list of organizational partners and client testimonials, please refer to our website or contact the NextGen Youth Sports Association main office at (206) 123-4567.

We are deeply grateful to our references for their ongoing collaboration and endorsement of our mission to transform the lives of youth through accessible, high-quality sports and recreation programs.





# LEADERSHIP

Since its founding in 2015, NextGen Youth Sports Association has set the standard for leadership in youth sports and recreation throughout the Redmond region and beyond. As a non-profit dedicated to empowering young athletes, we have consistently raised the bar for program quality, accessibility, and ethical stewardship within our industry. NextGen's leadership is defined not only by our innovative approach to sports programming but by our unwavering commitment to character development, community engagement, and the holistic growth of every participant.

Our reputation as a leader is built on the foundation of our core values—integrity, inclusion, excellence, community, and leadership—which are evident in every aspect of our operations. By fostering an environment where ethical conduct, transparency, and respect are non-negotiable, NextGen stands as a model for youth organizations everywhere. Our vision is realized through the dedication of experienced coaches, passionate volunteers, and a Board of Directors that is deeply invested in the well-being and future of our region's youth.

NextGen excels above the competition because of our focus on both athletic and personal development. We do not simply offer sports leagues—we offer a transformative experience that emphasizes life skills, leadership, and teamwork. Our innovative mentorship programs pair youth with positive role models, while our inclusion initiatives ensure that children from all backgrounds feel welcome and supported. We collaborate actively with local schools, businesses, and philanthropic partners—such as the Community Hearts Foundation—to maximize our impact and reach. In every action, we strive to be a trusted steward of donor resources and a catalyst for positive change in our community.

## **Ethics**

At NextGen Youth Sports Association, our ethics are the cornerstone of our leadership. We believe that youth recreation should always operate in a way that is fair, transparent, and accountable to families, donors, and the broader community. To maintain these standards, we have established clear codes of conduct for staff, coaches, volunteers, and participants—emphasizing respect, honesty, and responsibility on and off the field.

Our commitment to ethics is demonstrated through:

- Rigorous background checks for all adults working with youth, ensuring a safe environment for every child.

We go beyond industry requirements by updating screenings annually and providing ongoing ethics training for our team. This proactive approach builds parental trust and safeguards our reputation.

- Transparent program administration, including clear communication about fees, scholarships, and opportunities.

All financial aid processes are handled with strict confidentiality and fairness, guaranteeing every family is treated with dignity. We publish annual impact reports and financial summaries, making our stewardship of resources visible to all stakeholders.

- Prompt, open responses to concerns, feedback, or issues raised by families, staff, or community members.

Our leadership team adopts a “listen first” philosophy and implements continuous improvement based on community input. This ensures that our ethics are lived out, not just stated.

## Core Values

- **Integrity**

Integrity is the guiding principle behind every decision made at NextGen. We require honesty and fairness in all interactions—whether on the field, during enrollment, or in our relationships with donors and community partners. Integrity means keeping promises, honoring commitments, and holding ourselves accountable to the highest standards of behavior.

- **Inclusion**

Inclusion is at the heart of our mission. We actively seek to remove barriers for children of all backgrounds, abilities, and financial means. This is reflected in our scholarship programs, adaptive sports offerings, and our intentional



outreach to marginalized families. We want every child to feel they belong at NextGen.

- **Excellence**

Excellence fuels our drive for continuous improvement. We invest in professional development for coaches, adopt best practices from national youth sports organizations, and regularly evaluate program outcomes. Our commitment to excellence ensures that every child receives top-tier instruction, mentorship, and support.

- **Community**

Community engagement is both our method and our goal. We foster connections among families, schools, and local organizations to create a supportive network around every young athlete. Our programs are designed to strengthen neighborhood ties, encourage volunteerism, and build lasting partnerships that benefit all.

- **Leadership**

Leadership development is embedded in every program we offer. We teach responsibility, resilience, and teamwork, preparing youth not just to succeed in sports, but to lead in life. Our staff and volunteers model positive leadership, inspiring the next generation to step up and make a difference.

## **Vision**

We have a bold and ambitious vision for the long-term future of NextGen Youth Sports Association. Our goal is to be recognized as the premier youth sports organization in our region—renowned for nurturing future leaders, fostering community involvement, and promoting lifelong health and wellness.

Our vision includes:

- Expanding access so that every child in our community, regardless of circumstance, can participate in quality sports programs.

We envision increasing our scholarship offerings, adding new sports and



adaptive programs, and reaching underserved neighborhoods through outreach and partnership.

- Elevating our leadership and mentorship initiatives to become a national model.

We aspire to train a new generation of coaches and youth leaders whose impact will ripple far beyond the playing field.

- Building sustainable partnerships with philanthropic organizations like the Community Hearts Foundation.

By aligning our goals with those of mission-driven donors, we seek to create a legacy of community investment, health, and opportunity that endures for generations.

### **Charitable Efforts**

We understand the profound importance of giving back. At NextGen, charitable action is more than an add-on—it is central to our identity as community leaders. Each year, we invest significant resources into scholarships, free clinics, equipment drives, and outreach events to ensure that all local youth can access the transformative power of sports. Our partnerships with organizations like the Community Hearts Foundation amplify these charitable efforts, allowing us to reach more children, families, and neighborhoods in need.

By serving as both a leader in youth development and a committed charitable partner, NextGen Youth Sports Association remains at the forefront of our industry and our community. We invite funders, grant committees, and philanthropic donors to join us in this mission—empowering youth, strengthening families, and building a healthier, more connected future for all.



# VOLUNTEERING

At NextGen Youth Sports Association, volunteering is at the very heart of our mission and a driving force behind the transformative impact we deliver each summer. We believe that a thriving youth sports environment depends on the passion, dedication, and diverse skills of our volunteers—individuals who generously give their time to inspire and uplift local children. For us, volunteering is not only a practical necessity; it is a core value and a profound expression of community spirit. Through the power of volunteerism, we forge strong bonds between families, athletes, and the wider Redmond community, ensuring that every child—regardless of background or ability—has the support and encouragement needed to grow, learn, and succeed.

This chapter outlines both the vital volunteer roles that make our Summer Youth Sports Program possible and the rich opportunities we provide for new volunteers to join our team. Whether you are a parent, student, sports enthusiast, or community leader, volunteering with NextGen is a chance to make a lasting difference while gaining invaluable experience, new friendships, and the satisfaction of empowering the next generation. We strive to create a welcoming, structured, and rewarding environment for every volunteer, with robust training, clear expectations, and ongoing recognition for their essential contributions.

Our volunteers benefit from professional development, leadership training, and a deep sense of accomplishment as they witness firsthand the transformation in the lives of our young athletes. By cultivating a diverse and energized volunteer corps, we not only enhance our programming but also build a resilient, engaged community—one where every member plays a role in shaping a healthier, more inclusive future.

## ● Volunteer Youth Coach

Volunteer Youth Coaches serve as mentors, role models, and instructors for our Summer Youth Sports Program. These volunteers are the backbone of our leagues and clinics, guiding children ages 5–17 through skill development, teamwork exercises, and positive competition in sports such as soccer, basketball, baseball, and volleyball.

Coaching volunteers participate in an in-depth orientation and ongoing training covering fundamental sport techniques, child safety, injury prevention, and positive youth development. They lead practices, officiate games, and provide





individualized encouragement to participants of all skill levels. Commitment spans a minimum of two sessions per week over the summer season. No prior coaching experience is necessary—just a passion for working with youth and a willingness to learn.

Supervision and support are provided by our certified Head Coaches. For more information, contact Marcus Reed, Head Coach, at [mreed@nextgenyouthsports.org](mailto:mreed@nextgenyouthsports.org) or (206) 555-3041.

- **Event Support Volunteer**

Event Support Volunteers are essential to the smooth operation and celebratory spirit of our community engagement events, such as the Summer Kick-Off, Mid-Season Family Day, and Season-End Awards. These roles are perfect for individuals who enjoy teamwork, logistics, and creating memorable experiences for families and athletes alike.

Duties include setting up equipment, managing registration tables, assisting with food and hydration stations, coordinating games and activities, and helping maintain a safe environment for all attendees. Volunteers are needed primarily on weekends and select weekday evenings, with flexible shift options available. This opportunity is ideal for those seeking hands-on experience in event planning and community outreach.

Event Support Volunteers work closely with our Events Coordinator, Emily Foster, who can be reached at [efoster@nextgenyouthsports.org](mailto:efoster@nextgenyouthsports.org) or (206) 555-7782.

- **Mentorship Program Volunteer**

Mentorship Program Volunteers play a unique and crucial role by providing guidance and support to young athletes both on and off the field. These volunteers lead small-group discussions, facilitate leadership workshops, and serve as consistent, caring role models—particularly for participants who may not have strong adult mentors in their lives.



Responsibilities include facilitating team-building activities, supporting youth in goal-setting, and helping to resolve conflicts in a constructive manner. Volunteers receive training in youth communication, diversity and inclusion, and trauma-informed mentoring techniques. The time commitment is approximately one hour per week, with some evening sessions.

Lisa Kim, Volunteer Mentor Coordinator, oversees this program and is available at [lkim@nextgenyouthsports.org](mailto:lkim@nextgenyouthsports.org) or (206) 555-1123 for questions or sign-ups.

### ● **Administrative and Outreach Volunteer**

Administrative and Outreach Volunteers help keep our organization running smoothly behind the scenes and play a pivotal role in expanding our reach to families in need. These volunteers assist with tasks such as data entry, phone outreach to families, distributing program materials, and supporting scholarship and equipment drive campaigns.

Volunteers in this area gain experience with non-profit administration, community engagement, and digital communication platforms. Schedules are flexible, and both remote and in-person shifts are available. These roles are especially well-suited for high school students seeking service hours, retirees, or professionals looking to contribute their expertise to a worthy cause.

For more details or to join our outreach team, contact our main office at [info@nextgenyouthsports.org](mailto:info@nextgenyouthsports.org) or (206) 123-4567.

## **Summary**

Volunteering at NextGen Youth Sports Association is more than just an act of service—it is an opportunity to shape the lives of young people, strengthen community ties, and build leadership skills that make a difference far beyond the playing field. We invite compassionate, motivated individuals from all backgrounds to join us in our mission to create an inclusive, empowering sports environment for every child.

To learn more about volunteer opportunities, training, and upcoming orientation sessions, please visit [www.nextgenyouthsports.org/volunteer](http://www.nextgenyouthsports.org/volunteer), call our office at (206) 123-4567, or email [volunteer@nextgenyouthsports.org](mailto:volunteer@nextgenyouthsports.org). Together, we can build a legacy of health, hope, and opportunity for the youth of our community!





## **NextGen Youth Sports Association**

123 Community Park Drive  
Redmond, WA 98052

(PH) (206) 123-4567  
[www.nextgenyouthsports.org](http://www.nextgenyouthsports.org)

[Facebook](#)  
[Bluesky](#)