



## **MILITARY OUTREACH INITIATIVE APPLICATION YMCA MEMBERSHIPS**

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 all eligibility criteria for one of the program categories listed below:

### **MEMBERSHIP ELIGIBILITY CRITERIA:**

#### **Category 1: Active Duty Independent Duty Personnel**

- 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 the YMCA membership activation 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

#### **Category 2: Unaccompanied Spouse/Family of Active Duty**

- My spouse is currently on Title 10 Deployment orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My spouse's orders have at least 6 months left from the YMCA membership activation date
- My family has remained at the Independent Duty location or has relocated to an area where fitness facilities/service are not provided for military dependents

#### **Category 3: Unaccompanied Spouse/Family of Joint Deployed Guard and Reserve**

- My spouse is currently on Title 10 Deployment orders issued by the Department of Defense (Army, Air Force, Marine Corps, Navy)
- My spouse's orders have a total of at least 6 months
- My spouse's orders have at least 3 months left from the YMCA membership activation date
- My spouse has physically relocated away from home, and is not living within commuting distance from home during deployment

**For more information, please visit the Armed Services YMCA website:**

**[www.asymca.org/moi](http://www.asymca.org/moi)**

## **INSTRUCTIONS:**

### **New Memberships**

#### Military Personnel/Families:

1. Determine eligibility using “Member Eligibility Criteria” on page 1
2. Complete “Eligibility Form” on page 6
  - a. Active Duty Independent Duty Personnel category only: complete “Unit Request for Active Duty Independent Duty Personnel (IDP)” on pages 7-8
3. Turn in paperwork to local YMCA membership services

#### Local YMCA:

1. Review submitted paperwork for completion
2. Complete “YMCA Information Form” on page 9
3. Complete “Payment Invoice” on page 5
4. Turn in application to the Armed Services YMCA National Headquarters ([dodymca@asymca.org](mailto:dodymca@asymca.org))

### **Renewal Memberships**

#### Military Personnel/Families:

1. Determine renewal eligibility using “Member Eligibility Criteria” on page 1
2. Complete (a new) “Eligibility Form” on page 6
  - a. Active Duty Independent Duty Personnel category only: attach original approved Unit request for Active Duty Independent Duty Personnel (IDP) and a renewal command memorandum (template on page 4)
3. Turn in application to local YMCA membership services

#### Local YMCA:

1. Review submitted paperwork for completion
2. Complete “YMCA Information Form” on page 9
3. Complete “Payment Invoice” on page 5
4. Attach 6 month attendance record from previous membership
5. Turn in application to the Armed Services YMCA National Headquarters ([dodymca@asymca.org](mailto:dodymca@asymca.org))

**ATTENDANCE RECORDS AND REQUIREMENTS:**

**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. Fitness facility staff may create a manual log with the member’s printed name, signature, and date of visit only if your facility does not have software capability.

**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, 2019
John Smith	January 1, 2019
John Smith	January 1, 2019

**Family members visiting on the same day count as 1 visit.**

John Smith	January 1, 2019
Peter Smith	January 1, 2019
Ally Smith	January 1, 2019

**How To Put A “Hold” On A Membership:**

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, **membership services must provide a formal statement** (on official 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)

**COMMAND MEMORANDUM EXAMPLES:**

**Command Memorandum Format**  
**(For Active Duty Independent Duty Personnel Memberships):**

<u>Command Letterhead</u>		
		<u>Current Date</u>
<b>Memorandum for Record</b>		
<b>Subject: Verification of Eligibility</b>		
<p>I certify as commander/officer in charge of _____ unit that the following personnel are assigned to this unit at _____ (actual duty address if different than letterhead) on federal active duty title 10 orders for the next six months <b>which is the membership period that they are registering for</b>, and will be able to meet the visit requirements for that membership period.</p>		
Name	New or Renew Membership	Date Departing Unit
<u>Signed, Date</u> <u>Printed Name</u> <u>Title</u> <u>Email</u>		

**Classified Location Memorandum Format**  
**(For Deployment):**

<u>Command Letterhead</u>	
<u>Current Date</u>	
<b>Memorandum for Record</b>	
<b>Subject: Verification of Eligibility</b>	
<p><b><u>Member, rank</u></b> is currently deployed from <b><u>start date</u></b> to <b><u>end date</u></b>. 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 membership through the Military Outreach Initiative at <b><u>location, address</u></b>.</p>	
<u>Signed, Date</u> <u>Printed Name</u> <u>Title</u> <u>Email</u>	