

**KidSport™ Timmins**  
**Telephone Interview Guidelines**  
**First Time Applicants Check List**

**Name and Identification Number of Applicant:**

Applicant 1: \_\_\_\_\_ Age \_\_\_\_\_ Application # \_\_\_\_\_  
Sports \_\_\_\_\_

Applicant 2 \_\_\_\_\_ Age \_\_\_\_\_ Application # \_\_\_\_\_  
Sports \_\_\_\_\_

Applicant 3: \_\_\_\_\_ Age \_\_\_\_\_ Application # \_\_\_\_\_  
Sports \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Adjudicator's Check list:**

\_\_\_ Explain why you are calling and who you are!

**Application denied.**

\_\_\_ If not approved tell them why. If due to income above thresholds tell them if their financials change to reapply next year.

**Applications approved ask the following:**

\_\_\_ Do you want the vouchers mailed to your address or would you like to pick them up at the YMCA office? Mailed \_\_\_\_\_ Pick Up \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ If you do not use all the vouchers please make sure that you inform the office so that the grant report can be updated. Ask them to mail back the voucher or drop it off.

\_\_\_ Remind them that if the child stops any sport they are to notify the office so we can apply for a reimbursement so the money can be used for another child.

\_\_\_ Do you have any suggestions for the process or did you have any problems?

\_\_\_\_\_

\_\_\_ If your financial status remains the same, you can reapply for next years subsidy starting December 1<sup>st</sup> by completing a new application for each child, providing a recent pay stub and your notice of assessment. Remember that you must apply at least 6-8 weeks before registration to allow for the processing of the application and must apply for all sports on the application.

Adjudicator: \_\_\_\_\_

Date and Time of Call/Contact: \_\_\_\_\_

Comments/Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_