



Letter to Proposing Member

Dear Proposing Member

Thank you for taking the time to be a Proposing Member of an Applicant for Junior Membership. The Club values the participation of all its members in helping young people pursue their interest in tennis and in developing personal and social skills.

The Berkeley Tennis Club currently extends Junior Memberships to qualified Applicants under the age of 25. At age 25, they may apply for Associate Membership. While children of Family Members under the age of 25 are considered “Junior Members,” the Junior Membership is a special category of membership. An applicant may apply for Junior Membership whether or not his or her parent or guardian has applied for Family Membership.

The Junior Membership Program is designed to provide a supportive environment where young players can practice and develop their tennis and social skills and be an involved and integral part of our tennis club community. The Applicant’s interest in developing these skills is more important than how well they play tennis. Thus, we ask that parents discuss and confirm with the Applicant that he or she has enough time and interest to play tennis and become involved in programs and activities at the Club. We also ask that the parent and Proposing Member consider the level of independence and maturity of the Applicant and assess whether it is an appropriate time for the Applicant to apply for Junior Membership. As parents will not be members of the Club, an Applicant must be mature enough to look after him or her self while at the Club and to introduce him or her self to other members.

To qualify as a Proposing Member, you must be an adult member of the BTC. The Club expects that you know the Applicant personally and to provide information about the Applicant’s interest in Junior Membership and general comportment to the Board. If you have been asked to be a Proposing Member and do not know the Applicant personally, we request that you get to know the Applicant before agreeing to be a Proposing Member.

Please keep in mind that the Club relies on the Proposing Member to assist the Board in gathering pertinent information about the Applicant.

In the letter of recommendation, we request that you provide information which you believe will be helpful to the Board in assessing the Applicants membership including, but not limited to, information about the Applicant’s level of play, your personal history with the Applicant or the Applicant’s parents/guardians, how you came to be the Proposing Member, whether you believe the Applicant is interested in tennis and in participating

in events and activities, and other information about the Applicant's maturity, sportsmanship, special needs, and overall comportment. For obvious reasons, we also ask that you be honest and direct with the information you provide. If you would like the letter to be confidential, we request that you notify the Applicant of that fact and provide it in a sealed envelope with specific instructions on the envelope.

The application consists of 1) the Applicant's Form, 2) the Parent/Guardian's form, and 3) the Proposing Member's form (with letter of recommendation.) We ask that the Proposing Member gather all the completed application materials and submit them together to the Club Manager.

Please complete the attached Proposer's form and submit it along with a letter of recommendation in a sealed envelope to the Club Manager. Once the completed application is received, it will be reviewed by the Junior Development Committee Chairperson. The Chairperson will call the Applicant and arrange for an interview (which is usually an invitation to play tennis at the Club with the Chairperson.) At the interview, the Chairperson will take a photo of the Applicant and post it on the bulletin board for 10 days. The Chairperson will also call you and the Parent/Guardian to answer questions and obtain additional information. Once that is done, the Chairperson will make a recommendation to the Board at the next regularly scheduled Board Meetings. If the Board approves the recommendation, the Applicant will receive a letter from the Club Manager admitting the Applicant to the Club upon payment of initiation fee and monthly dues. The entire process takes about a month to complete depending on when the Board meets.

Please refer to the attached Junior Development Summary of Programs and Events as well as the current Summary of Junior Membership Fees and Costs. If you have any questions about the Junior Membership or the application process, please call the Junior Development Chairperson or the Manager. We will be happy to answer your questions.

We welcome applications for Junior Membership and look forward to talking with you.

Very Truly Yours,

The Berkeley Tennis Club Board of Directors

**BTC JUNIOR MEMBERSHIP APPLICATION
PROPOSING MEMBER'S FORM**

This form is to be completed by the Proposing Member. If you are the Proposing Member, please read the attached Proposing Member's cover letter. Then, complete this form and attach the applicant's form and parent's form along with your written recommendation to the Club Manager. Applications must be complete before they are submitted.

Proposer's Name: _____ Telephone: _____

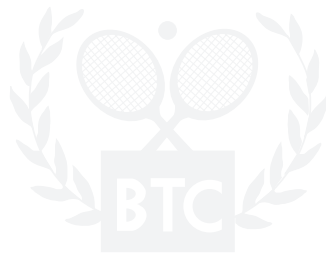
Applicant's Name: _____ Applicant's Age: _____

Parent/Guardian's Name: _____

I have the following questions concerning the Junior Membership program:

I have read the attached cover letter and have completed and attached a recommendation letter providing the information requested in the cover letter. I understand that I am responsible for providing all relevant information to the Club about the applicant. I hereby submit the completed application, including applicant's form and parent/guardian's form to the Membership for consideration.

Signed: _____ Dated: _____



Letter to Applicant's Parent or Guardian

Dear Parent/Guardian:

The Berkeley Tennis Club welcome's your child's application for Junior Membership. We ask for your assistance in completing the application process by keeping several things in mind.

The Junior Membership Program is designed to provide a supportive environment where young persons can practice and develop their tennis and citizenship skills. The Applicant's interest in developing these skills is more important than how well they play tennis. Thus, we ask that parents discuss and confirm with the Applicant that he or she has enough time and interest to play tennis and become involved in programs and activities at the Club. We also ask that the parent consider the level of independence and maturity of the Applicant and assess whether it is an appropriate time for the Applicant to apply for Junior Membership. As parents will not be members of the Club, an Applicant must be mature enough to look after him or her self while at the Club and to introduce him or her self to other members.

Junior Memberships are a special category of membership. While there are many Club members under the age of 25, relatively few have received Junior Membership. Most members under 25 are part of a Family Membership and are given the status of Junior Members until they turn the age 25. The club created the special category of Junior Membership to accommodate young persons having a keen interest in tennis and in becoming part of the Club. The Club set the cost of a Junior Membership at a level which would be reasonably accessible to young persons. The Club also makes a special effort to assess Junior Membership applicants as they are received. While the Club recognizes the children who are part of Family Membership may have little or no interest in tennis or the Club, it assumes that there will be a special commitment from Junior Members to play and become involved in the Club.

The application consists of a form for the Applicant to fill out, a form for you to fill out, and a form for the Proposing Member to fill out. The Proposing Member must also submit a letter of recommendation.

We ask that the Proposing Member collect all the completed forms and submit the completed application to the Club Manager. Please do not submit the application yourself.

Once the application has been completed and submitted to the Club Manager, it will be evaluated by the Junior Development Committee Chairperson. The Chairperson will read the application and will call the Applicant to arrange an interview. The interview is

usually an invitation to play tennis at the Club with the Chairperson. At that time, the Chairperson will take a photo of the Applicant and post it on the bulletin board (for 10 days.) The Chairperson will also call you and the Proposing Member to answer questions and obtain additional information. Once that is all done, the Chairperson will make a recommendation to the Board at the next monthly Board meeting. If the Board accepts the recommendation, the Applicant will receive membership. The entire process takes about a month (sometimes a bit longer depending on when the next monthly Board meeting will occur.)

Lastly, the Club requires the Parent/Guardian of an Applicant to be responsible for paying the initiation fee and monthly dues. Often, a Junior Member will pay with his or her own money. Nevertheless, the Club requires the Parent/Guardian to accept ultimate responsibility for payments of Club dues and fees.

Please refer to the attached Junior Development Summary of Programs and Events as well as the current Summary of Junior Membership Fees and Costs. If you have any questions about the Junior Membership or the application process, please call the Junior Development Chairperson or the Club Manager. We will be happy to answer your questions. Financial aid and/or a scholarship may be awarded at the sole discretion of the Board, and based on merit and/or financial need. It is for a one year period and reviewed annually by the Board. If you are interested in applying for a scholarship or financial aid for the applicant you must complete, sign and submit the BTC Scholarship/Financial Aid Application which must be approved by the Board.

We welcome your child's application and look forward to meeting you.

Very Truly Yours,

Junior Development Committee Chairperson

**BTC JUNIOR MEMBERSHIP APPLICATION
PARENT/GUARDIAN'S FORM**

This form is to be completed by the Parent or Guardian of the Junior Membership Applicant. If you are a Parent or Guardian, please read the attached cover letter describing the privileges and responsibilities of Junior Membership. Then, complete this form and forward it to the Proposing Member who will submit it, along with other required information, to the Club Manager for consideration.

Parent/Guardian's Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

Junior Applicant's Name: _____

Did you read and understand the attached cover letter?

Why do you believe the applicant will benefit from Junior Membership?

Is the applicant interested in tennis? How so?

Do you support the applicant's interest in tennis?

Is the applicant involved in other sports?

Do you believe that the applicant will have enough time to be an active participant in the BTC Junior Member events and activities?

Does your applicant understand the privileges and responsibilities of Junior Membership?

Do you understand the initiation fee and dues structure?

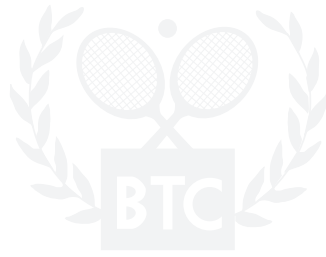
Will you be responsible for paying the applicant's initiation fee and monthly dues?

Do you know any BTC members? If so, whom?

Do you have any questions about the Junior Membership Program? If so, please list them below:

I agree to accept the financial responsibility for paying the applicant's initiation fees and dues.

Signature: _____ Dated: _____



Letter to Applicant for Junior Membership

Dear Prospective Junior Member:

The Berkeley Tennis Club has a long history of extending Junior Memberships to the community. We welcome you as an Applicant and look forward to receiving your application materials. There are several things that the Berkeley Tennis Club members and staff want you to consider as you complete your application.

The purpose of the Junior Membership Program is to provide a supportive environment to assist young people in the development of their tennis, social, and citizenship skills. Your participation in the tennis community and interest in developing personal and social skill is much more important than the level of your tennis game.

Junior Memberships are special. The Club created the Junior Membership for young people who really want to play tennis and become involved in the Club. Anyone under the age of 25 can apply whether or not their parent or guardian plays tennis or is waiting to be considered for membership.

Please think carefully about how much time and interest you have for playing tennis at the Club and participating in activities and other events at the Club before you complete the application. We understand that you may have many interests and responsibilities, such as school work, other sports, and other after-school activities. You don't have to spend all your time at the Club, but we do want you to think seriously whether or not you have the time and interest in membership.

The Club is a great place to play tennis and meet new friends. Please keep in mind that you will need to look out for yourself and obey Club rules while you are on the Club premises. You will also need to introduce yourself to other members and ask others to play tennis. This can be difficult at first, but it is very important that you be friendly and outgoing enough to meet others and find interesting opportunities. We will help as much as we can to assist you with this, but it is primarily up to you. Are you ready?

The application consists of three things 1) a form for you to fill out 2) a form for a Parent/Guardian to fill out, and 3) a form for a Proposing Member to fill out. The Proposing Member must also submit a letter of recommendation. Any adult Club Member who knows you and can provide information about your interest and general comportment to the Board may be a Proposing Member. Unlike regular memberships, you are not required to submit other letters of recommendation, although you may do so if you choose.

Your application will not be evaluated until all the application documents have been gathered and provided to the Club Manager by the Proposing Member. Please do not submit the application form yourself. Instead, give the completed form to your Proposing Member so they may submit it along with the other completed application materials.

Once the application has been received, the Junior Development Committee Chairperson will call you to arrange a brief interview and to take a photo (which will be placed on the bulletin board for 10 days.) The Chairperson will also call your Proposing Member and your parent or guardian to answer questions and obtain additional details about your application. Once the calls have been made, the interview is complete, and your photo has been posted for 10 days, the Committee Chairperson will make a recommendation to the Board. If the Board accepts the recommendation, you will receive Membership. The entire process takes about a month to complete.

If you have any questions about the Junior Membership or the application process, please call the Junior Development Committee Chairperson or the Club Manager. We will be happy to answer your questions.

We welcome your application and look forward to meeting you.

Very Truly Yours,

Junior Development Committee Chairperson

**BTC JUNIOR MEMBERSHIP APPLICATION
APPLICANT'S FORM**

This form is to be completed by the Junior Membership Applicant. If you are an Applicant please read the attached cover letter describing the privileges and responsibilities of Junior Membership. Then, complete this form and forward it to the Proposing Member who will submit it, along with other required information, to the Club Manager for consideration.

Name: _____ Date of Birth: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

Proposing Member: _____ Telephone: _____

Did you read and understand the cover letter attached to this application? _____

How did you learn about BTC Junior Memberships? _____

How long have you played tennis? _____

Have you taken lessons? _____ If so, from whom? _____

What level tennis player are you? (novice, intermediate, ranked jr. player) _____

Have you played tournaments? _____ If yes, please describe which tournaments and when you played:

Why are you interested in becoming a BTC Junior Member?

Do you know any current BTC members? If so, please tell us who and how you know them.

Do you have any questions about Junior Memberships? If so, please provide those below.

- Junior Development Membership Referral**
- Letter of Orientation Sent**
- Applicant Orientation Meeting Completed with Manager**
- New Membership Account File Created**

BTC Scholarship/Financial Aid Application

Please print clearly and fill out completely.

PART I — APPLICANT'S INFORMATION

A. Name

Parents Name(s) _____ Current Phone _____

Note: Parents Information. Please give complete information. Do your own or rent? _____

A. Current Address: _____

City _____ State: _____ Zip _____

B. Monthly Lease Amount, if applicable: _____

PART II — PERSONAL DECLARATIONS (To be completed by Parents or Guardians)

A. Married?: Yes/No Spouse's Name: _____

_____ Own _____ Rent _____ # Years

B. Current Employment Information:

Name and Address of Current Employer:

Dates (From - To): _____

Monthly Gross Income: _____

Years in this line of work: _____

Position/Title: _____

Business Phone: _____

Spouse's Current Employment Information:

Name and Address of Current Employer:

Dates (From - To): _____

Monthly Gross Income: _____

Years in this line of work: _____

Position/Title: _____

Business Phone: _____

PART VIII — AUTHORIZATION/RELEASE

I/We the undersigned hereby certify under penalty that the foregoing information is correct and true to the best of my/our knowledge and belief. I/We hereby authorize the Berkeley Tennis Club to verify all information on this application by contacting the sources listed herein or any other sources available. This information will be used to evaluate the applicant's request for financial assistance. This authorization is valid for the term of the scholarship, if any, and any extensions thereof. I/We understand that information that does not verify, or cannot be verified, may result in this application not being approved.

Applicant Name _____ Date _____

Applicant's Spouse Name _____ Date _____