

Downers Grove Youth Baseball (DGYB)

5120 Belmont Road, Suite S

Downers Grove, IL 60515

www.dgyb.org

January 14, 2019

Letter of Intent to Hire

Work Permit Coordinator:

This letter serves as notice that Downers Grove Youth Baseball (DGYB), a 501(c)(3) Not-For-Profit organization, intends to hire:

_____ to umpire youth baseball
(Legibly print name)

games this year. The youth umpire will be performing their duties in accordance with section 820 ILCS 205/2.5 of the Illinois Child Labor Law (ref.: <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2418&ChapterID=68>).

In order to be assigned games, the youth umpire must first obtain a work permit and complete the appropriate training sessions for the game level to be assigned.

Any questions regarding this information or about the DGYB Youth Umpire Program can be addressed to the DGYB Umpire Director, Melissa Mears (email: dgybumpires@yahoo.com).

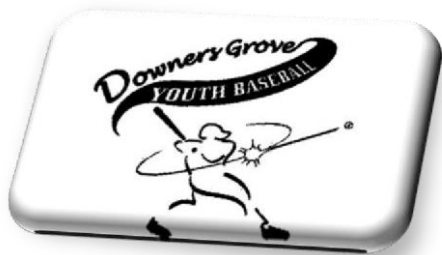
Please mail completed work permit only to:

DGYB

ATTN: Melissa Mears

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Downers Grove, IL 60515



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DGYB.ORG

Instructions and Requirements for DGYB Youth Umpire Work Permit for those under the age of 16 as of April 30th.

Please check with your student's administration to determine what documents they may need to issue your work permit. Items/documents MAY include:

1. Student's Social Security Number.
2. Certificate of Physical Fitness signed by a physician who has examined the minor, certifying that the minor is physically fit to be employed for the intended work. A school physical is acceptable if the examination was given in the last year.
3. Birth Certificate (original and a copy). The original will be verified and returned to you. The copy will be kept for file.
4. Letter of Intent to Hire. Use this DGYB form letter.

At the school office:

5. Statement of Permission from Parent/Guardian

Parent/Guardian must sign the employment certificate in the presence of the issuing officer (usually school official), or furnish a letter of permission (the school can advise as needed). The student/DGYB Youth umpire also signs.

6. Principal's Statement

The student's school Principal will determine the capability and eligibility of the student to be employed. If deemed eligible, the Principal will issue a Principal's Statement to the Department of Labor.

*At any time that the school Principal determines that employment is not in the youth/student's best interest (i.e. excessive absenteeism, failing grades, disciplinary matters, etc.), the school shall contact and advise such to the Department of Labor. The Department of Labor then has the final responsibility of determining whether or not to negate employment permission. Please note that DGYB standing policy is to fully follow the advice and recommendations of the school Principal in such matters.

If the work permit is approved, **the school office will issue a copy of the completed employment certificate (work permit)** to each of the following: the Illinois Department of Labor; DGYB, and to the Parents/Guardian. The school will also keep a copy on file.

Questions? Please contact Melissa Mears dgybumpires@yahoo.com