



## Canyon Country Little League CMF Refund Application (One form per family)

This program has been created to allow the volunteers at CCLL a simple and convenient way to document hours worked to earn back the Complex Maintenance Fee (CMF).

**Please read all instructions. CMF cannot be refunded without a completed form.**

- Completed background check on file with league.
- Completed Live Scan on file with league. **Required** for Managers, Assistant Coaches, Team Parents and Dugout Parents. Optional for all other volunteers. Live Scan is only required once if volunteering multiple years at CCLL. (Mandated by CA law AB-506)
- Fill in date and hours worked. Work can be completed Fall through Spring.
- Have league representative or Board Member approve the hours worked.
- Once you have completed 12 hours, sign and keep copy for your records.
- Form must be submitted **June 1 – June 30** and will not be accepted after that date. CCLL Board reserves right to review requests received after the deadline has passed.
- Provide signed form to CCLL Treasurer. **DO NOT** return form to Team Manager, Assistant Coach or Team Parent.
- Completed form can be emailed to [cclloperations21@gmail.com](mailto:cclloperations21@gmail.com) or mailed to PO Box 1278, Canyon Country, CA 91386. If email, be sure to include "CMF Refund Application" in the subject line.
- Allow 4-6 weeks for processing. Processing will begin after June 30.

Date: \_\_\_\_\_ Program / Division: \_\_\_\_\_ Team: \_\_\_\_\_

Child's Name(s): \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

(This is where your check will be mailed)

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Maximum \$100.00 CMF refund per family
- 12 hours needed to earn refund
- No partial refunds
- The following volunteer functions qualify for refund (may be combined):

- Team Manager or Assistant Coach
- Team Parent – maximum 6 hours will count
- Dugout Parent – for T-Ball, Rookie and Farm divisions only; maximum 6 hours will count
- Concessions Stand
- Umpire – minimum five games (unpaid)
- Others with pre-approval – Opening Day, Fundraising, Complex Field Work

**Canyon Country Little League  
CMF Refund Application**

This section for Managers, Assistant Coaches, Team Parents and Dugout Parents only

Volunteer Role:                      Manager ☐   Assistant Coach ☐   Team Parent ☐   Dugout Parent ☐

Background Check completed:   Yes ☐                      Live Scan completed: Yes ☐

Who can validate hours if questions:                      \_\_\_\_\_

**Team Parent and Dugout Parent must complete this section.**

Job	Hours	Date
Job	Hours	Date
Job	Hours	Date

Job	Hours	Date
Job	Hours	Date
Job	Hours	Date

This section for Concessions Stand, Umpire and all Other volunteer activities

**Note: Hours must be signed by League Representative or CCLL Board Member to qualify**

Job	Hours	Date	Approved by	Approval Signature
Job	Hours	Date	Approved by	Approval Signature
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Job	Hours	Date	Approved by	Approval Signature
Job	Hours	Date	Approved by	Approval Signature
Job	Hours	Date	Approved by	Approval Signature

**X**  
\_\_\_\_\_  
Requestor Signature

Please allow 4-6 weeks for processing. Processing will begin after June 30. Thank you for your participation in Canyon Country Little League!