



Downers Grove Youth Baseball (DGYB)

5120 Belmont Road, Suite U

Downers Grove, IL 60515

www.dgyb.org

Letter of Intent to Hire

February 1, 2026

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: dgybumpire@gmail.com).

Please mail completed work permit only to:

DGYB

ATTN: Melissa Mears

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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. The work permit process and requested documents may vary by issuer.

Please check with your student's school administration to determine what documents they may need to issue your work permit.

The phone number to use on the application is 630-960-7500. The only email that should be listed on the work permit is dgybumpire@gmail.com

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 dgybumpire@gmail.com