

FUNDation

Youth Scholarship Program Policies

Purpose of the Program

The South Elgin Parks & Recreation Department recognizes there are youth in the community who are often unable to participate in recreation programs due to economic hardship. The intent of the Youth Scholarship Fund is to provide recreational opportunities for resident's ages infant to 18 years of age, and still in high school.

Policies of the Program

1. Youth Scholarship applications need to be completed once per brochure. Information will not be kept on file at the completion of each brochure cycle. **The applicant must promptly report any financial status change to the Parks and Recreation Department.**
2. All information submitted is confidential and is not a matter of public record.
3. All information on the Youth Scholarship application **must be true and accurate**. If the department finds that any portion of the application has been falsified, the subsidy will end immediately and the participant will be responsible for paying the entire portion of the program fee.
4. Youth Scholarship participants must be Village of South Elgin residents.
5. Limited funds per brochure are for scholarship. All scholarships will be awarded on the basis of need and availability of Youth Scholarship funds at the time of applying.
6. Scholarships are available to children **age infant to 18 years old and still in high school**.
7. **A letter of reference will also be required.** This will need to come from someone involved with your family on one of these levels: social workers, teacher, physician, employer or minister/priest. The letter will need to address your family's need for the assistance and the benefit that your family will derive from participating in the program(s).
8. Families requesting a scholarship must complete the application, submit the required financial information, and return a letter of reference **2 weeks prior to the start of a program**. Upon submission of all required information, **families will be notified in 14 working days as to their scholarship status.**

Application Guidelines

1. Applications must be completed for Spring, Summer, Fall and Winter sessions. Granting of a scholarship does not ensure continued approval for succeeding sessions.
2. Complete in full the Youth Scholarship Application.
3. Proof of financial status must be submitted. Any of the following will be accepted forms of proof: most current Federal Income Tax Return, W-2 or two recent pay stubs. If the family qualifies for any of the following: Public Aid, Food Stamp Program, School Free Lunch Program, subsidized housing program or excessive medical bills, please include these forms as well.
4. Include the letter of reference with the application.
5. Return your completed application to South Elgin Parks and Recreation Department, Attention: Kim Wascher.
6. Parks and Recreation staff will review each application and verify each family's eligibility.
7. If approved, the family will receive a letter verifying assistance. The letter will contain information regarding the current cost of the program, the discounted amount and the new cost of the program.
8. All registration procedures and policies apply to scholarship applicants.
9. All programs are available for assistance with the exception of preschool, Klub Friday Nite, Trips and Special Events.
10. A maximum on assistance will be enforced. Each participant will be allowed scholarship funds one program per session.
11. If granted a scholarship for a program, and a refund/credit is requested for a program, only the amount paid by the participant will be refunded/credited.

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South Elgin Parks and Recreation Youth Scholarship Application Form

I. General Information

Name of person requesting assistance: _____

Address: _____ South Elgin, IL 60177

Day Phone: _____

Birth Date: _____

School: _____ Grade: _____

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____ S. Elgin, IL
60177

Day Phone: _____

Evening Phone: _____

II. Financial Information

Please list **each household member** and any monthly income for that person:

Name	Age	Gross Monthly Income	Other Monthly Income

1. Do you: Own your home? _____ Monthly Payment: _____
Rent? _____ Monthly Payment: _____

2. Please describe any additional information or reasons for financial hardship that would be helpful in determining assistance.

III. Benefits

1. What benefits would your children gain from participating in programs offered through the South Elgin Parks and Recreation Department?

2. What portion of the fee for this program do you feel you can pay?
\$ _____

I certify that the above information is true, correct and all income is reported. This information is being provided to South Elgin Parks and Recreation as an application for Youth Scholarship only and will remain confidential. Parks and Recreation officials may verify the information on the application and deliberate misrepresentation of the information will result in forfeiture of future assistance privileges and possible program participation. I understand that it is my responsibility and obligation to notify the South Elgin Parks and Recreation Department of any changes in financial status.

Applicant's Signature

Date



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Youth Scholarship Reference Letter

Applicant's Name: _____

Relation to Applicant: _____

The reference letter should provide the Youth Scholarship Committee with reasons how/why the participant would benefit from the financial assistance to participate in a South Elgin Parks & Recreation program. The Committee would also like to know how participating in a Parks & Recreation program would be beneficial to the child.

Signature: _____ Date: _____