



Howell Area Parks & Recreation Authority Scholarship and Reduced Fee Policy

(Approved by the Board of Directors May 2009)

The purpose of this policy is to provide guidelines for the scholarship program offered by the Howell Area Parks & Recreation Authority.

The Howell Area Parks & Recreation Authority scholarship program is designed to provide financial assistance to children who wish to experience and participate in our recreational activities and programs. While it is our intent to provide recreational activities to all residents, limitations of how much scholarship assistance families can utilize have been put into place. This ensures that each deserving child will be able to participate in at least one activity per year.

So that we can serve as many individuals as possible, each family is limited to a maximum scholarship of \$50 per child per year or \$150 per family per year. The Recreation Director may approve funding for any special circumstances beyond approved guidelines.

Eligibility

To be considered for a scholarship,

- Need must be shown. Documentation of eligibility must be shown at the time of registration. Please bring or send in one of the following with your request:
 1. Enrollment in the Department of Human Services Food Stamp/Bridge Card Program (bring in eligibility letter with dates)
 2. Enrollment in reduced or free lunch program at the Howell Public Schools (bring in letter of eligibility with dates)
 3. Enrollment in the OLHSA Emergency Food Assistance Program (TEFAP) (bring in yellow enrollment card)
- Scholarships are only available to children age 18 and under.
- Recipient must reside in the City of Howell, Oceola Township, Marion Township or Genoa Township and provide proof of residency (driver's license, voter registration, current utility bill with address, etc.)

Scholarships will be awarded at the beginning of each program season, with deadlines of January 2, May 1, and September 1 and will be processed on a first come, first served basis until our scholarship dollars are depleted.

Funding

Funding for our scholarship will be provided by private donations specifically identified for scholarships. Each year, beginning on July 1st, there will be \$2,500 overall scholarship limit set within the organization and fundraising opportunities will be set up to match this amount. This is the maximum amount of scholarships that can be given out for the year. Once this maximum amount is reached, no other scholarships will be granted.

Funds will be sought for the scholarship program using the following methods:

- The Howell Area Parks & Recreation Authority will sponsor one annual fundraising event, either by offering an additional event that requires admission, or by offering the opportunity to contribute to the recreation scholarship fund at existing events.
- The Howell Area Parks & Recreation Authority will offer each person registering for a program an opportunity to earmark additional funds for the recreation scholarship fund at the time of registration.

Procedure

Applicant shall complete a Scholarship Request Application and submit it with all documentation and a registration form to the Howell Area Parks & Recreation Authority front office at least two weeks prior to class/activity.

The Director shall approve or deny the application within 3 business days, designate the scholarship percentage to be awarded and retain the application on file for future registrations during the current fiscal year.

The Front office staff will contact the applicant and inform him/her of the scholarship decision.

Additional Considerations

Classes must meet minimum enrollment before scholarships can be accommodated.

Scholarships can only be used for registration fees for our sports leagues, enrichment classes and special events and cannot be used for supply fees, preschool tuition, trips, late fees, or facility rentals.

Upon receipt of the applicant's payment (if any), scholarship participants must have regular attendance or risk the chance of losing the scholarship.

Assistance is only available for programs which cost in excess of \$10.

No additional discounts are available to scholarship recipients.

Questions

If you have any questions regarding the Howell Area Parks & Recreation Authority Scholarship Program, please feel free to contact Deborah E. Mikula, Director at 517/546-0693 ext. 7702 or by e-mail at dmikula@howellrecreation.org



Howell Area Parks & Recreation Authority Scholarship Request Application

Please fill out a separate application for each child

Date _____ Spring/Summer Fall Winter

Name of Scholarship Applicant _____

Age _____ Birthdate ____/____/____ School _____ Grade _____

Address _____

City/State/Zip _____

Township or City:

City of Howell Oceola Township Marion Township Genoa Township

Home Phone (____) _____ E-mail _____

Father's Name _____

Cell Phone (____) _____ Work Phone (____) _____

Mother's Name _____

Cell Phone (____) _____ Work Phone (____) _____

Have you ever participated in any programs with the Howell Parks & Recreation Authority Yes No

If yes, what programs have you participated in? _____

If yes, when did you participate in these programs? _____

Scholarship Requested for the Following Program: _____

Program Number in Catalog _____

Program Cost \$ _____ Amount Requested \$ _____

I am attaching the following documentation as proof of eligibility (xerox copies are fine)

- Eligibility Letter from Department of Human Services for Food Stamp Program or Bridge Card (applicable dates must be included in letter)

- Eligibility Letter from Howell Public Schools for Free or Reduced Lunch Program (applicable dates must be included in letter)

- Eligibility Letter or yellow membership card from OLHSA for participation in free food program.

I attest, under penalty of perjury, that the document(s) attached are genuine and that all information provided in this application is accurate and reflective of my current, existing financial situation.

Parent Signature _____ Date ____/____/____

Complete and return this application with documentation and program registration form to:

Howell Area Parks & Recreation Authority
925 W. Grand River Ave.
Howell, MI 48843

Applications will not be processed without appropriate documentation or program registration form.

For Office Use Only

Scholarship has been:

- Approved for Full Funding
- Approved for Partial Funding \$ _____ co-pay
- Denied

Comments _____

Director's Signature _____ Date ____/____/____