



# Scholarship Program Policy

PARKS AND RECREATION 22500 SALAMO RD #1100 WEST LINN OR 97068 \*503-557-4700 \*503-656-4106 FAX

## Purpose

To establish a guideline for the consistent award of financial assistance to West Linn residents who are determined unable to fully afford the benefits provided through participation in parks and recreation classes & programs.

## Background

Scholarships are awarded to City of West Linn residents only. Donations subsidize a small percentage of the scholarships awarded annually. Donations to the scholarship fund are received by way of the parks and recreation registration form where other registrants pledge a contribution amount. Scholarships are granted based on financial need. Applicants complete the standard activity registration form and a 1 page form providing household information including: family size, employment information of all adults in the household, status of federal free or reduced lunch program, total household income, the amount they are able to pay towards the program, and explanation of extenuating circumstances.

## Management Philosophy

Staff recognizes that there are residents of West Linn who require financial assistance in order to participate in certain activities through parks and recreation. It is important to continue to ensure that the most vulnerable and stressed individuals do not lose access to the important social and physical benefits realized through leisure activities. This assistance should be available while still being mindful of revenues needed to provide high quality programs at an affordable cost to all.

## Approval Criteria

All applications will be reviewed by Parks and Recreation staff according to the following:

- Applications would include a question regarding the anticipated benefit of participating in a particular activity.
- An individual scholarship would be limited to 50% of the class fee or up to a maximum of \$50.00 per activity. An individual scholarship award would be limited to \$200 per year and a total family to \$500 per year.
- In cases where the financial situation is most dire the Recreation Director, at his discretion, may award an applicant up to a 75% scholarship if the application is for a Parks program.
- The final decision as to scholarship awards to be determined and tracked by the Parks and Recreation Department.

## Procedures

- Only completed applications with registration forms will be considered for scholarships.
- All applications will be reviewed and determined within 5 business days. Applicants will be notified by phone.
- Class space will not be held while the application is being reviewed.
- Participants must pay their contribution to be enrolled in a class. No payment plans available.