

# Woodinville Parks & Recreation

17401 133<sup>rd</sup> Avenue  
Woodinville, Wa 98072  
425-398-9327

## Recreation Scholarship Application Form

*(Please complete both sides of this application)*

### Scholarship Program Philosophy:

In accordance with Resolution No. 353, the City of Woodinville provides annual funds to provide eligible low income Woodinville residents access to Woodinville recreation programs.

The Recreation Scholarship Fund provides scholarship awards at a maximum amount of \$150 per program per eligible participant and \$300 per eligible family per calendar year toward recreation program fees. No scholarship funds are available to contracted camps or specialty programs that offer their own scholarship program. Funding will be available on a first come, first basis and will be dependant upon the availability of public funds and donations received each year. Applications will be date stamped when received at one of the City of Woodinville offices. City Staff will contact applicant via phone and will follow up with a letter if a scholarship has been awarded. Processing time for scholarship award takes approximately 3-7 days once all necessary forms have been received by the Recreation office.

### Registration:

To register, an applicant must submit a completed registration form, scholarship application form, required documentation, and the balance of enrollment fees (if applicable due to partial scholarships.) If a scholarship participant wishes to withdraw from a class, he/she should notify the Community Center office at 425-398-9327 at least 5 business days prior to the first class meeting. Failure to provide this notification will result in a forfeit of the participants scholarship funds for that class or program.

### Eligibility:

Applicant must provide proof of low income eligibility. For example: verification document from school district regarding receipt of free and reduced lunch program, or DSHS, subsidized day care, Head Start, or food stamps documentation.

Woodinville Residents (living within the city limits of Woodinville) are eligible if they meet the above need eligibility. **Please note:** some Recreation Programs are exempt from the residency eligibility requirement, these programs include: After school Enrichment Programs (AEP), Summer Day camp, Summer Playground Program, Teen Club, and Specialized Recreation Life Skills or Social Program for disabled people. Non-city residents can receive scholarships for these specific programs. Residents will be given a 2 day pre-registration opportunity in order to provide priority to resident before non-residents applications will be processed. When applying, make sure to include the class/program you would like scholarship funds for in order to ensure quick processing.

| SCHOLARSHIP ELIGIBILITY  |         |        |
|--|---------|--------|
| <b>Please answer the following eligibility questions below:</b>                    |         |        |
| Do you within the city limits of Woodinville?                                      | ___ YES | ___ NO |
| Does your child participate in the schools free or reduced lunch program?          | ___ YES | ___ NO |
| Does your child participate in the Head Start Program?                             | ___ YES | ___ NO |
| Are you currently receiving city, county, or state subsidized day care?            | ___ YES | ___ NO |
| Does your family receive food stamps or other DSHS assistance?                     | ___ YES | ___ NO |
| If registering/applying for a minor, please identify your relationship to him/her? |         |        |
| Father ___ Mother ___ Legal Guardian ___   |         |        |
| <b>Remember to attach your verification of eligibility paper work. Thank you!</b>  |         |        |

## **Applicant Information:**

Please submit this application to City offices within an envelope to assist us in keeping this information confidential. Verification of scholarship award will be telephoned to the identified parent's day phone number listed on the application form. If you wish to have us call a different phone number for this purpose, please identify this new number on this form above the day phone number. Mail confirmation of scholarship award will be mailed to your address provided below.

|                            |                                |
|----------------------------|--------------------------------|
| Parent Name:               | Day Phone:                     |
| Address:                   | Evening Phone:                 |
|                            | School child attends:          |
| Participant Name:          | Participant Age:               |
| Scholarship for class #    | Date Class begins:             |
| Parent/Guardian Signature: | Parent/ Guardian Printed Name: |
| Date signed:               |                                |

This completed form will be kept on file with the City of Woodinville Parks & Recreation Department for one year. Additional requests for scholarships for the person indicated on this form will only require a program registration form with the scholarship box checked and updated eligibility verification documentation (if one on file has expired.) Please note: scholarship award is confirmed by letter and phone call by the Recreation Supervisor. You will receive a receipt for registration in mail. If you do not, you have not been registered for program.

Questions: Cindy Shelton 425-984-2301

**Please return or mail this form to Woodinville Parks & Recreation (Attention: Recreation Supervisor) at Carol Edwards Center , 17401 133 Avenue NE, Woodinville, WA 98072.**

**Thank you!**

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**Office Use only:**

Application received: \_\_\_\_\_  
 Application approved by: \_\_\_\_\_/Title: \_\_\_\_\_  
 Recreation Program Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Phone notification done on: \_\_\_\_\_  
 Letter verification mailed: \_\_\_\_\_