

CITY OF CONCORD PARKS AND RECREATION DEPARTMENT SCHOLARSHIP POLICY

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I. DISCUSSION

It is the policy of the City of Concord Parks and Recreation Department to provide recreational opportunities to all the residents of Concord. Some programs require the payment of a fee to cover the expenses incurred by offering the program. Realizing the need to include all City residents in these leisure opportunities, the City of Concord will offer financial assistance to citizens meeting the guidelines listed in this document.

The number of scholarships may be limited in some programs, depending on the space available. As a general rule, scholarships will be offered by the City to approximately ten percent (10%) of the spaces available. This percentage may vary from program to program. The Director of Finance and the Parks and Recreation Director will make the final decision of how many scholarships are available for each program. After the allotted numbers of scholarship spaces are filled, the Director of Finance and the Parks and Recreation Director will consider all applications on a case-by-case basis. **The Parks and Recreation Department will make every reasonable effort to accommodate those residents who are unable to pay. Youth and adult scholarships are only available to City of Concord residents. Proof of City of Concord residency shall be required.** Scholarships are not available to those with a current or past due balance until all balances have been paid in full.

All residents will be required to pay a portion of the fee for each program. Available scholarships will be given on a first-come first-served basis. Applicants will be required to provide proof of eligibility for financial assistance.

II. LEVELS OF SCHOLARSHIPS

- 1. Youth Activities – there are two levels of scholarships for youth. These levels are based upon the Cabarrus County Schools system used to determine free and reduced lunches.
- 2. Adult Activities – there is also a scholarship opportunity for adults to take advantage of programs and classes. It is based on a total number of volunteer/community service hours a person puts into the Parks and Recreation Department.

III. YOUTH SCHOLARSHIPS

A. Free Lunch

According to Cabarrus County Schools, any child who qualifies for WIC (Women, Infant and Children assistance) or has a valid food stamp card qualifies for free lunches. Under this policy, the child would also then qualify for a discount on the published fee for any Parks and Recreation program, activity, or event. The discount is based upon the number of children in the household. **For households with up to three (3) children, the discount is 50% of the published fee. For households with four (4) or more children, the discount is 60% of the published fee.**

B. Reduced Lunch

Based on household income, certain children qualify for reduced lunches with Cabarrus County Schools. The chart below provides a guide of the household income requirements, based on the number of persons in the household. Children that qualify for a reduced lunch would then qualify for a discount on the published fee for any Parks and Recreation program, activity, or event. The discount is also based on the number of children in the household. **For households with up to three (3) children, the discount is 30% of the published fee. For households with four (4) or more children, the discount is 40% of the published fee.**

Reduced Lunch Qualification Guide

A child qualifies for reduced lunches if one of the following conditions exist:

| Number of Persons in the Household | If a child's household income is less than this monthly amount | If a child's household income is less than this annual amount |
|------------------------------------|--|---|
| 1 | \$1,325 | \$15,900 |
| 2 | \$1,790 | \$21,480 |
| 3 | \$2,256 | \$27,072 |
| 4 | \$2,722 | \$32,664 |
| 5 | \$3,187 | \$38,244 |
| 6 | \$3,653 | \$43,836 |
| 7 | \$4,118 | \$49,416 |
| 8 | \$4,584 | \$55,008 |

To state it another way, if a child's household income is less than \$1,325 (monthly) for a one person household, \$1,790 for a two person household, \$2,256 for a three person household, \$2,722 for a four person household, \$3,187 for a five person household, \$3,653 for a six person household, \$4,118 for a seven person household or \$4,584 for an eight person household, then the child(ren) would be qualified for reduced lunches.

The parents/guardians will be strongly encouraged, but not required, to participate as a volunteer in some way for the activity in which the youth is registered.

IV. ADULT SCHOLARSHIPS

Any adult (age 21 or above), regardless of income level, may apply for Volunteer hours in order to receive a discount on services provided by the Concord Parks and Recreation Department. A schedule in Appendix B lists the number of hours to be worked by a person in order to receive a certain discount level.

This discount may be applied to any Parks and Recreation program offered, including, but not limited to, shelter or room reservations, league play, and program or event registrations. ***NOTE: This policy will not apply to trips, which, according to departmental fiscal policy, must be self-sustaining.***

Some limitations apply concerning the number of hours volunteered by any one person. Hours and discounts cannot be transferred, except in the case of a parent/child or a spousal relationship (i.e. a parent/guardian may volunteer so that a child may receive a discount on any program or service offered). Volunteer hours may only be accumulated (held) for a period of twelve (12) months. After that time, each volunteer will start with a zero balance of volunteer hours. A running total of hours accumulated and used will be kept at the Administrative Office of the Parks and Recreation Department.

An example of how volunteer hours work (refer to Appendix B): if you volunteer three (3) hours in January, you can take a 20% discount for January or you may accrue those hours and work another three (3) hours in February. This means you have accrued six (6) hours. You may take a 35% discount in February, or you may take a 20% discount in February, or you may keep accruing those hours. If a person took the 35% discount, they would start in March with a zero balance. If they took the 20% discount in February, they would have a three (3) hour balance with which they could take another 20% discount in March or any future month they choose, during a twelve (12) month period. A person must have a balance available at the time of the start of the program or reservation in order to qualify for a discount.

In order to keep receiving, for example, a 20% discount on a monthly basis, a person would have to have at least a 3-hour balance available on their volunteer hour record.

All volunteers must complete a volunteer application and are subject to the same policies and procedures that regular employees are subject, including background checks. Each volunteer will receive a staff shirt to wear and an identification badge that they must display on their person while volunteering for the Parks and Recreation Department.

**-APPENDIX A-
Parks and Recreation
Youth Activity Scholarship Application**

Policy:

It is the policy of the City of Concord Parks and Recreation Department to provide recreational opportunities to all the residents of Concord. Some programs require the payment of a fee to cover the expenses incurred by offering the program. Realizing the need to include all residents in these leisure opportunities, the City of Concord will offer financial assistance to youth meeting the guidelines listed in this document. The number of scholarships may be limited in some programs, depending of the space available. As a general rule, scholarships will be offered to approximately ten percent (10%) of the spaces available. This percentage will vary from program to program. The Parks and Recreation Director will make the final decision of how many scholarships are available for each program. After the allotted numbers of scholarship spaces are filled, the Parks and Recreation Director will consider all application on a case-by-case basis. All residents will be required to pay a portion of the fee for each program. There will be no full scholarships given by the City of Concord for any Parks and Recreation activity. Available scholarships will be given on a first-come-first-serve basis. Applicants will be required to provide proof of eligibility for financial assistance, including residency in the City of Concord. Failure to provide this information when requested by the City staff will void this application. Applicants with a current or past due balance with Parks and Recreation are not eligible for scholarships until all balances have been paid in full. All applications must be processed by either the Athletic or Programming Division prior to review by the Director.

Available Assistance:

If a child qualifies for **reduced price meals** through the public school lunch program, they will be eligible for assistance of either 30 or 40 percent (30% or 40%) of the published fee.

If a child qualifies for **free meals** through the public school lunch program, they will be eligible for assistance of either 50 or 60 percent (50% or 60%) of the published fee.

- My child/guardian qualifies for reduced price meals through the public school lunch program.
- My child/guardian qualifies for free meals through the public school lunch program.

Program registering for: _____ Regular Fee Amount: _____

Number of children residing in household _____ Discount Percentage and Fee: _____

Child's Name: _____

Physical Address/Mailing Address: _____

School Attended: _____

Home Phone: _____ Work Phone: _____

Signature below certifies that all information provided is correct to the best of my knowledge.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date of Application

FOR OFFICE USE ONLY

| | |
|--|--|
| <p>Recommended: _____ (Parks and Recreation Employee)</p> <p>Approved: _____ (Senior Administrative Representative)</p> | <p>Qualifications: <input type="checkbox"/> Reduced <input type="checkbox"/> Free (Verification Attached)</p> <p>Adult Volunteer <input type="checkbox"/></p> <p>City of Concord Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p># Children in Household _____</p> <p>Scholarship: <input type="checkbox"/> 30% <input type="checkbox"/> 40% <input type="checkbox"/> 50% <input type="checkbox"/> 60% Other _____</p> <p align="right">Activity Fee: \$ _____</p> <p align="right">Amount of Scholarship: \$ _____</p> <p align="right">Amount Paid by Parent: \$ _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check # _____</p> <p>Date _____ Receipt # _____</p> <p align="right">Balance Due (if any) \$ _____</p> |
| <p><i>If applicable, reason not approved:</i></p> <p><i>Additional Notes:</i></p> | |

-APPENDIX B-
Volunteer and Community Service hours Chart

| Number of Hours Worked per Month | Scholarship of Discount |
|----------------------------------|--|
| 3 hours per month | 20% discount on registrations and reservations |
| 6 hours per month | 35% discount on registrations and reservations |
| 9 hours per month | 50% discount on registrations and reservations |
| 12 hours per month | 75% discount on registrations and reservations |
| 15 hours per month | 90% discount on registrations and reservations |

There are no monetary values associated with the hours of volunteer work. These are simply percentage discounts from a published price of any activity or membership for a Parks and Recreation facility.

Volunteers and volunteer activities, time, date, and location must be approved by the Director. The Assistant Director will oversee the supervision of the Volunteer Program.

APPENDIX C
ADULT VOLUNTEER HOUR LOG

| Name | Date | Hours Volunteered | Hours Applied to Program or Reservation. (Identify Program, Person, and Discount) | Current Balance of Hours Available | Staff Signature |
|------|------|----------------------|---|---|-----------------|
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