

Ottawa Recreation Commission Youth Scholarship Guidelines

Scholarship Objective

The Ottawa Recreation Commission provides programs and activities for all who wish to participate. The Ottawa Recreation Commission will provide a scholarship for youth whose families meet the income criteria.

Scholarship Policy

Those individuals who reside within the USD 290, and who meet the income guidelines as related to the free & reduced lunch criteria, are eligible to receive a program fee discount of 50% if on the reduced lunch program, and 75% discount if on the free lunch program.

The scholarship will not cover any late fees.

When to Apply for Scholarship

Applications may be submitted any time during the calendar year, however, January 2nd begins each new scholarship year. An application must be submitted annually with supporting documentation as requested in application.

Your scholarship eligibility is valid for that year. When pre-registering for programs, let ORC staff know of your eligibility to continue to receive that discount.

How to Apply

1. Request a scholarship form from the ORC Office.
2. Complete the form accurately and completely.
3. Include copies verifying all employment and income. Two consecutive pay stubs are required to verify employment.
4. Submit all to the ORC Office.
5. The ORC staff will contact you by phone or in writing with the results of your application within one week.
6. When scholarship application has been approved, pre-registration will be taken for desired program. Some programs are limited in space, so pre-registration is required.

Confidentiality

The information or status of the participants in regards to the scholarship program will not be released to any outside organization or individual. The information is confidential, and will be used by our office staff only.

Scholarship Application (page 2)

IMPORTANT – The following must be complete and correct to be processed. False information will lead to a denied application. All income listed on this page must be verified with documentation attached to this application.

Do you receive assistance from any source? Yes_____ No_____
 If yes, please specify:

	Yes	No	Amount
1. Aid to families with dependant (AFDC)	_____	_____	_____
2. Commodities or food stamps	_____	_____	_____
3. Rent supplement or other special aid	_____	_____	_____
4. Reduced school lunches at USD 290	_____	_____	_____
5. Free school lunches at USD 290	_____	_____	_____
6. Any other county, city, state or federal assistance	_____	_____	_____
Other _____			

List all persons living in your home and their income: (All persons must be listed)

Income (any additional information should be submitted on a separate sheet)

Place of Employment: _____

Phone # _____ Gross Wages per Month _____

Place of Employment: _____

Phone # _____ Gross Wages per Month _____

Parent/Guardian Signature _____ Date _____

Scholarship Application (Page 3)

The Ottawa Recreation Commission has my permission to inquire with the Board of Education as to my eligibility status of the school lunch program with the USD 290.

Name (signature)

Date

Please check that which applies, and fax to the ORC Staff for processing at 242-6634

Free Lunch

Reduced Lunch

Superintendent Office Signature

Date

