



**CITY OF SHAWNEE**  
POLICY STATEMENT

<b>SUBJECT:</b>	<b>POLICY CODE NO.</b>	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>	<b>PAGE</b>
Parks and Recreation Scholarship Fund	PS-48	08-08-2005		Page 1 of 3

PURPOSE

The City of Shawnee is committed to providing quality recreational opportunities to all residents. The Recreation Scholarship Fund helps residents participate in department activities and programs regardless of economic condition.

POLICY

Shawnee residents who qualify for financial assistance may apply for limited scholarship funds to offset the registration cost of many of our classes, programs and memberships. A maximum of \$100 per resident family is available during a 12 month period. A maximum of 50% funding is available per class, program or activity.

PROCEDURE

A. Eligibility

1. Shawnee residents who are designated as “very low income”, as defined and set by U.S. Department of Urban Housing Development (HUD) guidelines, for the Johnson County area are eligible for the Parks and Recreation Scholarship funds. To qualify for scholarship funds in 2005 – 2006, the family income cannot exceed the amounts shown in the chart for the size of the family. (Johnson County Area Median Family Income - Effective 2/11/2005)

<u>Family Members</u>	<u>Family Income</u>
1	\$23,950
2	\$27,350
3	\$30,800
4	\$34,200
5	\$36,950
6	\$39,650
7	\$42,400
8	\$45,150

2. Proof of Residency is required.



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Document to prove residency in Shawnee for scholarship purposes, such as:

1. Current driver's license or state identification card
2. Utility bill
3. Printed check
3. Some activities may be exempt from funding by scholarship. Examples include special programs or promotions, trips, activities not sponsored by the Parks and Recreation Department or activities with a contracted vendor. In addition, scholarship funds are not available for equipment or facility rentals or any travel or material costs associated with participation.
4. The number of scholarship participants within a specific class or program may be limited to 10% of the total enrollment.

### B. Funding

1. The Scholarship Fund is funded through corporate donations, department fundraising and private contributions.
2. Scholarships are available on a limited, first come first served basis.

### C. Application

1. The scholarship application form must be completed by the head of household or a parent or guardian if participant is less than 18 years of age.
2. Applications must be submitted at least five (5) business days prior to registering to allow for review and approval. Approval of a scholarship fee does not guarantee enrollment in an activity. A separate registration form is required for all classes, programs or memberships.
3. Shawnee residents who do not meet the eligibility requirements outlined in A1 may submit a letter of exception to the Parks and Recreation Scholarship Coordinator no later than two weeks prior to the start of the program. The letter must describe the circumstances that warrant review.



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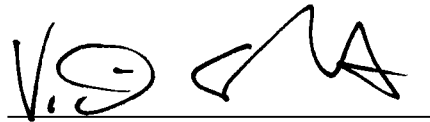
4. The Shawnee Parks and Recreation Department reserves the right to request proof of any information provided with the application.

**APPROVAL AND REVISION DATES**

August 8, 2005 City Council Meeting

**OTHER REFERENCES**

  
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Jeff Meyers, Mayor

  
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Vicki Charlesworth, City Clerk