

## Scholarship Program Application

Primary Parent/Guardian Contact Name: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ (REQUIRED)

### Which Quarter are you interested in scholarship for?

- Winter Quarter (can apply starting Dec 1)
- Spring Quarter (can apply starting March 1)
- Summer Quarter (can apply starting May 1)
- Fall Quarter (can apply starting Sept 1)

### Which family member is this application for?

Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Male/Female/Other (circle one)

### Which program/s is this application for?

Name \_\_\_\_\_ Start Date \_\_\_\_\_

Name \_\_\_\_\_ Start Date \_\_\_\_\_

### Proof of Residency and Financial Need

See detailed requirements #1 and #2 on the guidelines and information page.

- I have attached proof of residency and financial need **OR**
- I have previously applied this calendar year. My verification forms are on file.

I certify that all of the above information is true and correct, that I reside within City of Lacey or North Thurston Public School District boundaries and that all income is reported. I understand that this information is being given for purpose of obtaining free-reduced services and the City of Lacey may verify the information on this application. I certify that my request meets the guidelines provided by the City of Lacey.

I have read and understand all the terms associated with the financial assistance program.

\_\_\_\_\_  
Family Primary Contact Signature      Date

#### Office Use Only: Account:

- General Fund (Use first)
  - Jim Lutz Youth Sports Memorial Fund
  - Jim Lutz General Recreation Memorial Fund
- PARC Foundation Fund
- Lacey Parks & Recreation Fund
- Alpine Adventure Fund

# Scholarship Program Guidelines and Information

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1. Residents may request financial assistance for recreation programs every quarter. Verification of residency within the City of Lacey limits or within North Thurston Public School District must be submitted with the application. Accepted forms of verification are a school district document or identification or a utility bill.
  2. Verification of income is required. Forms of verification can be a copy of last year's tax return, a letter from North Thurston Public Schools verifying free and reduced lunch, or a benefits letter. In lieu of the above, a detailed letter of explanation outlining the financial need will be accepted. Please address in the letter why one of the other three options is not available as verification. *Applications without these items will not be considered.*
  3. Every awarded household will receive a \$100 credit to be used on the program/s indicated on the application for the indicated quarter. Any unused funds will remain on household account for future use, but will expire at the end of the calendar year. Refunds may not be requested for scholarship funds. A household can apply for multiple quarters if scholarship funds are still available. The scholarship program goal is to reach as many households as possible (limit \$400 per household per year).
  4. Applications are available at Lacey City Hall or online [www.ci.lacey.wa.us/recguide](http://www.ci.lacey.wa.us/recguide). **PLEASE NOTE, during COVID applications are only available online, and may only be submitted via email to [lacyparksscholarships@ci.lacey.wa.us](mailto:lacyparksscholarships@ci.lacey.wa.us).** While certain financial and personal information provided may be kept confidential, all records provided will be subject to public records disclosure laws. For assistance with the application or questions email [lacyparksscholarships@ci.lacey.wa.us](mailto:lacyparksscholarships@ci.lacey.wa.us).
  5. Eligibility must be established each calendar year. Beginning December 1, applications will be accepted for the following year of programs. Applications for specific programs and classes need to be submitted each quarter.
  6. After submitting the application, allow up to 5 business days for processing before registering for a class/program. You will be notified via email if your application was approved, and when the credit will be available for use, or if your request was denied.
  7. Approval of financial assistance does not automatically register you in a program. When approved you will need to register for the activity and pay any remaining balance.
  8. Financial assistance is limited and could be suspended for the remainder of the year due to fund balance depletion.
- Priority (first review) of assistance will be given to applications as received

### Applications accepted:

December 1<sup>st</sup> - Winter programs  
March 1<sup>st</sup> – Spring programs  
May 1st – Summer programs  
September 1st – Fall programs

- After scholarship, funds have been awarded, to register, go to <https://secure.rec1.com/WA/lacey-wa/catalog> . Click on "set up new household account" which will take you to the online recreation registration system. Click on Log In or Create Account in the upper left corner. Your financial assistance award will be redeemable on file under your account. You will need to pay any remaining balance upon registration. Call the office at 360-491-0857 if you need help.
- The recreation guide lists specific registration dates <https://secure.rec1.com/WA/lacey-wa/catalog>