

City of Marshfield Policies and Procedures

Chapter 6: Parks & Recreation

SUBJECT: Scholarship Program/Financial Assistance

POLICY NUMBER: 6.020

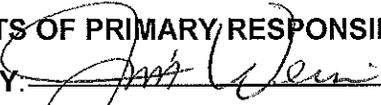
PAGES: 4

EFFECTIVE DATE: April 23, 2002

REVISION DATE:

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: Parks & Recreation

APPROVED BY:  _____

Jim Wein, Chairperson
Parks, Recreation, and Forestry Committee

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

Scholarship Program/Financial Assistance

Funding

The financial assistance funding limit will be set during the budget process each year from monies earned through Wisconsin Parks and Recreation Associations ticket program and any outside contributions. All information contained herein is applicable while funds are available.

Personnel

- A. The Parks and Recreation Supervisor will be responsible to review the application and award or deny scholarships. Scholarship applications can be picked up at North Central Community Action Program, Personal Development Center, or Wood County Human Services and will be publicized in our program brochures. These agencies will review the income verification of the individual and report the percentage of payment the individual will pay for the services with the Parks & Recreation Department. The Parks and Recreation Department will not hand out the applications.

Rules of Participation

- A. All residents of the City of Marshfield may apply for Financial Assistance toward any program offered through the program brochure or flyer by following the guidelines below. Non-city residents are not eligible for a reduction of fees.
- B. Applicants must complete a scholarship application form per person, per season.
- C. Applicants must provide up-to-date, complete, income verification once a year to have their application considered.
- D. Any applicant may ask for their request to be reconsidered based on the amount denied or awarded. These requests will be forwarded to the Director with any additional back-up provided.
- E. The City of Marshfield reserves the right to limit the amount of scholarships awarded to an individual during the program session, particularly if the demand for assistance by the community is high. There will be an annual budgeted amount set aside for the year.
- F. A minimum charge of 10% of program fee will be required to be paid by the participant. No fully funded scholarships will be given.

**Marshfield Parks & Recreation Department
Scholarship Scale**

Gross Family Annual Income	Gross Family Monthly Income	% of Fee Paid by Family Size									
		1	2	3	4	5	6	7	8	+	
0-4,999	0-415	10	10	10	10	10	10	10	10	10	10
5-6,999	416-583	20	10	10	10	10	10	10	10	10	10
7-8,999	584-749	30	20	10	10	10	10	10	10	10	10
9-10,999	750-916	40	30	20	10	10	10	10	10	10	10
11-12,999	917-1083	50	40	30	20	10	10	10	10	10	10
13-14,999	1084-1249	60	50	40	30	20	10	10	10	10	10
15-16,999	1250-1416	70	60	50	40	30	20	10	10	10	10
17-18,999	1417-1583	80	70	60	50	40	30	20	10	10	10
19-20,999	1584-1749	90	80	70	60	50	40	30	20	10	10
21-22,999	1750-1916		80	70	60	50	40	30	20	10	10
23-24,999	1917-2083			80	70	60	50	40	30	20	10
25-26,999	2084-2249				80	70	60	50	40	30	10
27-28,999	2250-2416					80	70	60	50	40	10
29-30,999	2417-2583						80	70	60	50	10
31-32,999	2584-2749							80	70	60	10
33-34,999	2750-2916								80	70	10
35-36,999	2917-3083									80	10

Example on above calculation utilizing the above sliding scale:
 4 people in household
 11-12,999 annual income
 would pay 20% of program or pass fee