



## Scholarship Information Packet

Before submitting your Scholarship application to the Park District, please read and check off the boxes of the documents required for your application to be processed.

Please allow 7-10 business days for the application process.

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ A copy of the most recent Federal Income Tax Return and W-2's from each adult wage earner.
- \_\_\_\_\_ A copy of (3) of the most recent pay stubs from each wage earner which must show your year-to-date income.
- \_\_\_\_\_ Public Aid Recipient documentation
- \_\_\_\_\_ Proof of alimony/child support payments. If you are a single parent and claim you do not receive child support, you must submit legal documentation stating that you do not receive it.
- \_\_\_\_\_ Unemployment compensation documentation
- \_\_\_\_\_ Photocopy of a current driver's license or state id showing current residency for all heads of household listed on application

### Explanation of Benefits

Eligibility for assistance is based upon family size, income levels and extenuating circumstances. After the application is reviewed, the following will be implemented:

1. Each family will be assigned a percentage of assistance: up to 20%, depending on the information provided.
2. Each family's percentage of contribution must be paid at the time of registration.
3. Applicant will be contacted by phone or in writing.
4. Applicant must notify the Park District if there is a change in the financial situation.
5. Each family will be allowed to register for one program per season per family member conditionally.
6. Late registrations may not be accepted. It is dependent on availability and instructors.
7. Applicants need to allow 7-10 business days for approval and should allow for enough time before the program registration deadline.

Seasons are designated as follows:

#### Programs meet

Winter	January – March
Spring	April – May
Summer	June – August
Fall	September – December

Camp programs will be advertised in the Winter/Spring brochure and will count towards the summer season.



## Scholarship Application Procedures

1. Applications need only be completed once annually. Any changes to financial status must be reported promptly by the applicant to the Park District.
2. All Scholarship recipients must reside within the Crystal Lake Park District boundaries.
3. All information submitted is confidential and is not a matter of public record.
4. All information on the Scholarship application must be true and accurate.
5. Limited funds are available for scholarships. All scholarship awards are based on the need and availability of scholarship funds.
6. Each family member will be allowed to register for one program per season per family member.
7. Families will be notified within 7-10 business days. Registration should be submitted with the initial scholarship request and then solely for future seasonal requests.
8. Families applying must submit a copy of their latest Federal Tax Return, W-2s from each adult wage earner and a copy of the most recent pay stub from each wage earner, a copy of a current driver's license or state id, and any public assistance documentation.
9. Completed application is to be returned to the Superintendent of Recreation Programs and Facility Services at 1 E. Crystal Lake Ave, Crystal Lake, IL 60014
10. If approved, assistance is valid for one year from the application date and funds are still available.

Scholarship Aid can be applied to the following:

- Recreation classes
- Camps
- Extended Time
- In-House athletic leagues
- Preschool

Scholarship Aid cannot be used for the following:

- Adult Leagues
- Racquet Club membership and programs
- Golf Learning Center
- Contractual Programs

### For Future Registration:

- Fill out Scholarship cover page only
- Fill out program registration form
- Family's percentage of contribution is due at the time of additional registration request. If you do not know the family's percentage of contribution, please contact the Park District and speak to the Superintendent of Recreation Programs and Facility Services.
- Additional requests take up to 48 hour to process.

**If you have any questions, please contact Kurt Reckamp at 815-459-0680 ext. 1216 or [kreckamp@crystallakeparks.org](mailto:kreckamp@crystallakeparks.org)**

**1 East Crystal Lake Avenue | Crystal Lake, IL 60014 | Phone: 815-459-0680 | [crystallakeparks.org](http://crystallakeparks.org).**



Completed applications can be mailed or emailed to:  
Kurt Reckamp  
Superintendent of Recreation Programs and Facility Services  
One East Crystal Lake Ave  
Crystal Lake, IL 60014  
kreckamp@crystallakeparks.org

## Scholarship Application

\_\_\_\_\_ New Applicant      \_\_\_\_\_ Subsequent Applicant

Family Last Name \_\_\_\_\_

Applicant's First Name \_\_\_\_\_

Spouse's First Name \_\_\_\_\_

Marital Status: \_\_\_\_\_ Single    \_\_\_\_\_ Married    \_\_\_\_\_ Divorced    \_\_\_\_\_ Separated    \_\_\_\_\_ Widowed

First and Last Name(s) of Children:

1. \_\_\_\_\_ Birthdate/Age: \_\_\_\_\_
2. \_\_\_\_\_ Birthdate/Age: \_\_\_\_\_
3. \_\_\_\_\_ Birthdate/Age: \_\_\_\_\_
4. \_\_\_\_\_ Birthdate/Age: \_\_\_\_\_
5. \_\_\_\_\_ Birthdate/Age: \_\_\_\_\_
6. \_\_\_\_\_ Birthdate/Age: \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Number \_\_\_\_\_

Email \_\_\_\_\_

Please review the following and list any information that would pertain to your household:

- Do you receive Public Assistance?      \$ \_\_\_\_\_ / Month
- Do you receive Alimony?      \$ \_\_\_\_\_ / Month
- Do you receive Child Support?      \$ \_\_\_\_\_ / Month
- Do you receive Unemployment Compensation?      \$ \_\_\_\_\_ / Month
- Do you receive Social Security Benefits?      \$ \_\_\_\_\_ / Month
- Do you receive Death Benefits?      \$ \_\_\_\_\_ / Month
- Home \_\_\_\_\_ Own    \_\_\_\_\_ Rent      \$ \_\_\_\_\_ / Month
- Car(s) \_\_\_\_\_ Own    \_\_\_\_\_ Rent      \$ \_\_\_\_\_ / Month

**I fully understand that the financial and extenuating circumstances outlined above will be kept confidential by the Crystal Lake Park District. Furthermore, I understand that it is my responsibility and obligation to notify the Park District of any changes in financial status.**

**Each wage earner must sign below.**

X

X

1. Applicant's Signature / Date

2. Applicant's Signature / Date