

**RESOLUTION NO. 162**

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON,  
ADOPTING THE RECREATION SCHOLARSHIP PROGRAM POLICY  
AND PROCEDURES**

WHEREAS, the City Council wishes to establish policies and procedures for the implementation of the City's Recreation Scholarship Program;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF SHORELINE, WASHINGTON AS FOLLOWS:**

**Section 1.** Establishment of Policy and Procedures. The City Council hereby adopts those policies and procedures set forth in the Parks, Recreation, and Cultural Services policy, "Recreation Scholarships", a copy of said policy and procedures being attached hereto as "Exhibit A".

**ADOPTED BY THE CITY COUNCIL ON MARCH 27, 2000.**

  
\_\_\_\_\_  
Mayor Scott Jepsen

**ATTEST:**

  
\_\_\_\_\_  
Sharon Mattioli, CMC  
City Clerk



City of Shoreline  
Parks Recreation and Cultural Services Department  
**Department Policies and Procedures**

Title & Category <b>RECREATION SCHOLARSHIPS</b> Recreation Services	Code No. Rec-7
Department PARKS, RECREATION AND CULTURAL SERVICES	Effective Date:
Approved By:	

**1.0 Purpose:**

Scholarship Program Philosophy

The City of Shoreline and King County wish to make public recreation program opportunities available to all interested participants, and recognize that financial hardships may hinder the ability to pay recreation program fees. To accommodate these special needs, both the City of Shoreline and King County have provided scholarship funds for 2000 recreation programs.

**2.0 Policy:**

a. Eligibility

Any low-income King County youth or developmentally disabled individual residing in District 1 who is eligible for Head Start, DSHS, public school free/reduced lunch, and/or related assistance program.

b. Proof

Complete the City of Shoreline Scholarship Application Form. Note eligibility requirements. For non public school-age programs, use Head Start, DSHS or related documentation for eligibility. Appropriate documentation for free/reduced lunch, Head Start and/or DSHS is required.



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c. Amount

Eligible participants may use up to \$45.00 per quarter per participant for Recreation, Teen, or Aquatics programs.

Based on funding availability, and upon the Parks, Recreation and Cultural Services Director's authorization, in the summer quarter, youth participants may use up to \$90.00. (These funds may not be used for Skyhawk Sports Camps).

**3.0 Procedure:**

a. Registration Receptionist receives request for scholarship (either via phone, "in-person" or via referral from school or community agency).

- For phone inquiries, mail *Scholarship Form* to caller (including *Recreation Program Registration Form & Rec Guide*).
- No space can be held in a class until form is returned.
- For "in-person" requests, above-listed paperwork may be completed on-site.

b. Registration Receptionist receives completed forms from applicant.

- Checks to assure they are filled out correctly.
- Checks to see if documentation guidelines are indicated. (Necessary documentation must be attached.)
- Registers participant for program. (Full amount paid is recorded as if money was received, but scholarship boxes need to be checked).

c. Paperwork/forms are forwarded to Administrative Assistant II for logging, tracking, recording, and totaling.

**4.0 In-Filling Programs**

a. Low-income youth and specialized recreation participants may also apply for and be allowed entry to fee-based programs through the Department's In-Filling program. When eligibility is established, entry is allowed after the minimum registration/revenue requirement for a particular program has been met and spaces are still available. For each seasonal program session, a list of eligible programs qualifying for In-Filling status will be designated at the Front Desk registration operation.