



Palatine  
Park  
District

## Scholarship Application Checklist

Please make sure Application is filled out completely and all required documentation is attached to Application

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Applicant's Name

- \*Required Document:** Scholarship Application Form
- \*Required Document:** Program Registration Form
- \*Required Document:** Copy of most recent Federal Income Tax Return (include W-2/1099 forms from each employer)
- \*Required Document:** Copy of driver's license, state ID Card or other acceptable proof of residency
- \*Required Document:** Copy of three (3) most recent pay stubs from each wage earner 18 years or older which must show your year-to-date income.
- Copy of Public Aid/Food Stamp Documentation: **\*Required Document if it applies to your household.**
- Copy of Social Security Recipient Documentation: **\*Required Document if it applies to your household.**
- Proof of Alimony/Child Support Payments: **\*Required Document if it applies to your household.**
- Unemployment Compensation Documentation: **\*Required Document if it applies to your household.**

**\*Required Documents**

## **Palatine Park District Scholarship Program for Recreational Programs**

The Palatine Park District is committed to providing recreational services to all residents who wish to participate in Park District Programs. Our Scholarship Program is intended to provide a reduced fee to residents who otherwise would not be able to participate in Park District recreation programs due to financial constraints. Eligibility is limited to residents within the Palatine Park District who request a waiver of fees and meet our scholarship guidelines.

Attached is the Scholarship Application packet including our scholarship guidelines as well as a list of programs that are not available for scholarship funding. Please fill the application out completely and include a brief letter if necessary to explain your current situation and any special circumstances that may apply. In addition, you must include proof of residency, and a copy of your most recent Federal Income Tax Return (Form 1040 or 1040A) and corresponding W-2 or 1099 earnings summaries and three (3) of the most recent pay stubs from each wage earner 18 years and older. Applicants not required to file an income tax return must provide other documentation showing income. Scholarship requests will be considered once all required documentation is received. Participants will not be able to participate in programs until the request is processed and appropriate fees have been paid.

Thank you for taking the time to fill out the necessary information. Please contact me with any questions.

Sincerely,

Lynn Lauterbach  
Customer Service Coordinator  
Palatine Park District  
847-496-6226  
llauterbach@palatineparks.org

## **Palatine Park District Scholarship Guidelines**

1. Applicant must be a resident of the Palatine Park District and must provide A current valid Illinois Driver's License or State ID with current address and a current utility bill listing your name and address; Or a current Voter's Registration card (with name, address and Palatine Park District listed) and a current utility bill listing your name and address and a photo identification: Or two current utility bills listing your name and address and photo identification.
2. Proof of financial need must be demonstrated. To qualify for a scholarship a copy of the most recent Federal Income Tax Return and W-2 or 1099 form is required. If applicant does not file an income tax return, other documentation will be required to verify income.
3. Copies of three (3) of the most recent pay stubs (must show year-to-date income) from each wage earner 18 years or older.
4. A signed Scholarship Application form must be completed and be accompanied by the appropriate Program Registration Form.
5. All information on the application must be true and accurate. Scholarships are legally recoverable if paid and awarded based on false information.
6. Amount of fees waived will be based on income criteria and household size.
7. Payment is required within 2 days of receiving notice that waiver of fees has been approved. Participants will be deleted from the program if payment is not received by the deadline.
8. Scholarships are limited to one program per family member per season.
9. Programs with direct costs such as revenue facility programs are not available for a waiver of fees (see attached).
10. All information submitted is confidential and is not a matter of public record of the Park District.
11. Receipt of scholarship request does not secure a program spot. Applicants are subject to program availability.
12. The Scholarship Coordinator will evaluate all requests.



**Public Assistance**

*Please review the following and list all other sources of income your household may receive.*

Public Aid/Food Stamps	\$	/ Month
Alimony	\$	/ Month
Child Support	\$	/ Month
Unemployment Compensation	\$	/ Month
Social Security Benefits	\$	/ Month

**NOTE:** *You must provide documentation for Public Aid/Assistance, Social Security Benefits, Unemployment Compensation and Alimony/Child Support.*

I fully understand that the financial circumstances outlined above will be kept confidential by the Palatine Park District. Furthermore, I understand that it is my responsibility and obligation to notify the Park District of any changes in my financial status. The above information is true and correct to the best of my knowledge. Any incorrect information will automatically disqualify me from this program and will require me to reimburse the Palatine Park District for any past payments. In addition, I understand that I may be asked to produce documentation supporting any or all of the above information. Each wage earner (over 18 years of age) must sign below.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date