

## PARKS & RECREATION DEPARTMENT

### Subject: YOUTH SCHOLARSHIP GUIDELINES FOR PROGRAMS AND CLASSES

#### **PURPOSE:**

The Youth Scholarship Program is for youths desiring to participate in a fee-based, individually registered Parks & Recreation activity operated by the City of Las Cruces Parks & Recreation Department. Participants must be 17 years of age or younger, and the household must meet the financial and residency eligibility requirements of the youth scholarship program.

#### **GUIDELINES:**

The City of Las Cruces Parks & Recreation Department will offer program scholarships for qualified children for the fiscal year (July 1 – June 30) or as funds are available. Participation in leisure, recreational, and fitness activities has proven to provide safe, healthy activities, help reduce health risks, and strengthen family and community relations. To instill the value of these benefits, the City of Las Cruces is willing to subsidize program fees for eligible individuals who qualify based on residency, total household income, and number of dependents. A strong sense of ownership and pride is developed when the scholarship recipient contributes to the program's cost.

Applicant(s) may receive a scholarship up to the amount of \$120.00 per fiscal year (July 1 – June 30) per dependent. A maximum of \$200.00 per household may be approved per fiscal year. A minimum of 50% of the program fees must be paid by the applicant before the scholarship can be utilized. No other discounts may be applied. Example of approved/exempt programs:

Approved programs: Athletics (*basketball, baseball, football, volleyball, soccer, cheer, etc.*), After School, Camps, Gymnastics, Swim Lessons, Summer Program

Exempt programs: Fitness Classes, Rentals, Equipment Fees, Special Events, Pass Cards, Daily Pool entry

#### **PROCESS:**

Scholarships are provided on a first-come, first-served basis, based on the availability of funds, and are not guaranteed. Parks & Recreation Department staff will review applications; all information is handled confidentially. Applications will be processed after all the necessary documentation is provided and verified; applicant notification will occur within ten (10) business days. Guidelines are subject to change.

To apply, fill out the youth scholarship application and submit it with the proper qualifying documentation:

In Person: Parks & Recreation Department  
1501 East Hadley Avenue

Online: Scan and submit application & supporting documents to [ParksandRecAdmin@lascruces.gov](mailto:ParksandRecAdmin@lascruces.gov)

Please bring a method of payment (credit card, check, cash) for program or class fees. Applicants must pay initial program or class fees, as scholarship review may take up to ten (10) days.

To Qualify:

1. The participant must be a city resident and be age 17 or younger,
2. Complete a youth scholarship application and provide a current utility bill or other identification that shows Las Cruces city residency.
3. The participant must provide proof of income eligibility. Acceptable forms of proof are limited to:
  - A copy of the most recent federal tax return, W-2(s) or 1099(s) for all members living in the household who receive any form of income.
  - A copy of the two (2) most recent paycheck or unemployment check stubs for all household members who receive any form of income.

- SNAP verification or WIC assistance verification for all household members who receive this form of income.

**DO NOT SUBMIT ORIGINAL DOCUMENTS**

4. The participant may register and receive one scholarship for Parks & Recreation programs or classes per fiscal year (July 1 – June 30).
5. The scholarship may be used for registration fees only. To receive a scholarship, all late fees must be up-to-date before any awards. Scholarship funds will not be applied to late fees, fitness pass cards, daily entry to pools, or fitness classes.
6. Scholarship recipients are not given program or class registration priority and are subject to program or class minimum and maximum participant registrations.
7. Applications submittal dates will be ongoing throughout the fiscal year.
8. A combination of Parks & Recreation Supervisors, Managers, Administrators, and the Department Budget Analyst will review applications; all information is handled confidentially.

For additional information, please call the Parks & Recreation offices at 575/541-2550.

## Parks & Recreation Department Youth Scholarship Application

*\*Must submit at least one of the three forms of income listed below. Proof of residence required.*

\*Copy of tax return, W-2, or 1099's (most recent year)
  \*Two paycheck stubs
  \*SNAP or WIC verification
  City Resident (Required)

**Parent/Guardian Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
(No PO Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

NUMBER IN HOUSEHOLD: \*Adults: \_\_\_\_\_ \*Children: \_\_\_\_\_ (Should equal household amounts below)

Program(s) applying for: \_\_\_\_\_  
(May list more than one)

Please complete the following information. This should include all adult persons related by blood, marriage, or adoption residing in the household. Please list employers or other sources of income. (For example, income received from Social Security, retirement benefits, or child support payments.)

|    | Adult Name | Employer | Employer Phone | Annual Income |
|----|------------|----------|----------------|---------------|
| 1. |            |          |                |               |
| 2. |            |          |                |               |
| 3. |            |          |                |               |
| 4. |            |          |                |               |

TOTAL ANNUAL HOUSEHOLD (gross) INCOME: \$ \_\_\_\_\_ \*From: \_\_\_\_\_ \*To: \_\_\_\_\_  
mm/yyyy mm/yyyy

Please list all youth family members residing in the household:

|    | Last Name | First Name | Date of Birth (mm/dd/yyyy) | Relationship | Scholarship Request YES or NO |
|----|-----------|------------|----------------------------|--------------|-------------------------------|
| 1. |           |            |                            |              |                               |
| 2. |           |            |                            |              |                               |
| 3. |           |            |                            |              |                               |
| 4. |           |            |                            |              |                               |
| 5. |           |            |                            |              |                               |

Youth Scholarships are approved based on the Income Eligibility Limit Guidelines and are not guaranteed. The City of Las Cruces reserves the right to revoke a Youth Scholarship offered to an individual. All scholarship recipients are expected to abide by all rules and regulations of the program. Applicants who provide incorrect, incomplete, or false eligibility information to the City will not be eligible for a scholarship.

I certify that all the information provided on this application is true and correct to the best of my knowledge and that all previous years' household income is reported. I authorize that information on this document may be verified with the employers or other income sources and authorize said employers or other sources to release this information.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

Date Received: \_\_\_\_\_  Proof of Residence  Proof of Income  Income Verification

# of Youth: \_\_\_\_\_ Program(s): \_\_\_\_\_