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| LMYA | Section: Administrative | Number 102 |
| Policies and Procedures | Subject: Financial Aid | Issued: 1/2010 Effective: 1/2010 Replaces: Scholarship Policy Pages: 1-2 |

1.0 Purpose

To establish standard practices for financial aid grants for Lower Macungie Youth Association, Inc. (LMYA) activities due to family hardship or need, thus insuring participation availability to all children served by the LMYA.

2.0 Scope

This policy covers all activities sponsored by the LMYA and all families eligible to participate in its activities.

3.0 Responsibilities

It is the responsibility of *all* LMYA board members to hold in strict confidence any information about financially aided children and their families.

The LMYA registrar shall maintain a record, by sport, of all financial aid requests, and report the annual total in the financial report for each fiscal year. The financial aid request forms shall be kept on file for at least three years.

4.0 Definitions

Financial aid – waiving or reducing the activity fee for participation in an LMYA sport due to family need.

5.0 Procedure

5.0.1 A parent or guardian requiring financial aid assistance must make the request *in writing* to the President of LMYA. The *LMYA Request for Financial aid* form is available at the LMYA website and must be submitted before the close of sign-ups for the given sport.

5.0.2 Financial aid is in force for one sport season. A new request must be made for each new sport season.

5.0.3 The family requesting financial aid will receive response in writing or via email from LMYA before the beginning of the sports season.

6.0 Actions and Requirements

6.0.1 **Availability of Funds:** Prior to each sports season, the LMYA Executive Committee will define a maximum budget amount available for financial aid for the incoming season. After the available funds have been

exhausted, no more financial aid requests will be reviewed for that season. Families requesting support after the allocated limit has been reached will receive first consideration should they desire it for the following sports season and still have the need.

6.0.2 **Residence:** Families receiving financial support must reside in Lower Macungie Township or be a part of East Penn School District.

6.0.3 **Eligibility** will be limited to those families eligible for free and reduced lunch programs at their schools. Proof of eligibility will be required.

6.0.4 **Partial financial aid** may be made available to those deemed able to pay a portion of the activity fee. When funds requested for financial aid exceed the LMYA financial aid budget, partial financial aid may also be offered to allow for more families to be accepted.

6.0.5 An “extenuating circumstance” waiver of the eligibility requirement in 6.0.3 may be submitted to the President of LMYA. This waiver request will be voted on by committee for approval. Majority vote of a panel consisting of a member of the Executive Committee, the Registrar, and the sports coordinator for the sport requested is required for approval under the “extenuating circumstance” clause.

6.0.6 **Parent Volunteer:** A parent or guardian from the family receiving financial aid **MUST** volunteer for LMYA activities during that sports season. The scope of the volunteer work will be agreed upon between LMYA and the parent or guardian prior to authorization of the financial aid.