



## Round Rock Parks and Recreation Youth Scholarship Program October 1, 2023 – September 30, 2024

The City of Round Rock Parks and Recreation's Mission is "*People dedicated and empowered to create a positive and memorable experience in people's lives.*". Parks and Recreation values community and quality of life and knows the impact made through participation in our program and services. To support our mission, the Parks and Recreation Department utilizes a scholarship program to provide opportunities for assistance to those experiencing hardships.

### **General Information**

- Read and follow all guidelines and criteria to ensure the recipient qualifies for scholarship.
- Apply early! Provide yourself with an ample amount of time to account for the approval process and registration timelines.
- Applications (Pending/Approved) do not automatically register your child for an activity, camp, class, lesson, or program.
- Round Rock Parks and Recreation Department reserves the right to verify all information contained on the application form to grant, deny, or revoke any scholarship funds.
- All information and financial documents are considered private and will be kept confidential.
- Applicants will be notified of the outcome by email or phone. If approved, the recipient can then be registered for activity of choice, pending availability, and will need to pay their portion.
- Completed applications, with require supporting documents, can be delivered, or emailed to:

Round Rock Parks and Recreation Office  
301 W Bagdad Ave, Suite 250  
Round Rock, TX 78664  
[pardcustomerservice@roundrocktexas.gov](mailto:pardcustomerservice@roundrocktexas.gov)  
512-218-5540  
\*Office Hours: Mon. – Fri. 8am – 5pm

Clay Madsen Recreation Center Admin Office  
1600 Gattis School Rd  
Round Rock, TX 78664  
[cmrcccustomerservice@roundrocktexas.gov](mailto:cmrcccustomerservice@roundrocktexas.gov)  
512-218-3220  
\*Office Hours: Mon. – Fri. 8am – 6pm

Allen R. Baca Center  
301 W. Bagdad Ave, Building 2  
Round Rock TX 78664  
[bacacustomerservice@roundrocktexas.gov](mailto:bacacustomerservice@roundrocktexas.gov)  
512-218-5499  
\*Office Hours: Mon. – Fri. 7:30am – 5:30pm

\*\*We understand that from time-to-time families may encounter some unforeseen and unfortunate circumstances, emotionally or financially. If you feel you need scholarship assistance, but do not meet the guidelines, please attach a letter to your application form stating your circumstances. These are special circumstances and will be handled on a case-by-case basis.

## Round Rock Parks and Recreation Youth Scholarship Program

### Scholarship Guidelines

- Youth scholarships are for youth 17 and younger. Children with special needs (as specified by the school district) 21 years and younger also qualify.
- The recipient must be a resident living within the city limits of the City of Round Rock and the family must meet established income limits.
- Addresses are verified using the Williamson County Appraisal District website.
- Income eligibility limits can be verified using the guidelines charted below according to the Texas reduced lunch program for the current school district fiscal year.

# Household Members	Annual Income	# Household Members	Annual Income	# Household Members	Annual Income
1	\$26,973	4	\$55,500	7	\$84,027
2	\$36,482	5	\$65,009	8	\$93,536
3	\$45,991	6	\$74,518	For each additional, add	+\$9,509

\*Source: [www.benefits.gov](http://www.benefits.gov), Texas Reduced Lunch Program

- The maximum amount given per the Round Rock Parks and Recreation fiscal year, October 1 – September 30, will be \$200/child pending funding availability. Funding is awarded on a first come, first served basis.
- The youth scholarship program will cover 80% of the fee and the recipient will be responsible for the remaining 20%.
- Scholarships can be used for activities, camps, classes, lessons, and programs. Scholarships cannot be used for facility memberships, special events, or towards balances on accounts from prior registrations or reimbursements.
- In the event the scholarship recipient cancels or withdraws from an activity, camp, class, lesson, or program, the scholarship funding is lost and not transferable. Any scholarship funds not used by September 30 will expire and do not transfer to the following year.
- Failure to attend a registered activity, camp, class, lesson, or program without proper notice may jeopardize future scholarship approval.

### Application Criteria

Application must include supporting documentation of:

- Completed application (one per each recipient)
- A valid driver's license/state I.D. card
- A water bill or lease agreement or bill of sale for owned property notating address
- Medicaid/CHIP card or free/reduced hot lunch program letter/SNAP card or income tax return  
(black out Social Security number)

\*Copies of these items can be made at the Parks and Recreation facilities at time of application free of charge

**Round Rock Parks and Recreation Youth Scholarship Program - Application**

**\*\*\*Please complete one application per child\*\*\***

**October 1, 2023 – September 30, 2024**

***Please Print***

Recipient Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Birthday: \_\_\_\_\_ Current Age: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent/Guardian Birthday: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Email: \_\_\_\_\_

Race: Check all that apply

<input type="checkbox"/>	American Indian/Alaskan Native	<input type="checkbox"/>	Hispanic/Latino
<input type="checkbox"/>	Asian	<input type="checkbox"/>	Indigenous/Native American
<input type="checkbox"/>	Black/African American	<input type="checkbox"/>	White/Caucasian
<input type="checkbox"/>	Hawaiian/Pacific Islander	<input type="checkbox"/>	Other:

Acknowledgment: I acknowledge that I have fully read and understand the requirements of the scholarship program and that the information contained on this application is accurate and correct. I hereby give permission to the Round Rock Parks and Recreation Department to verify this information for consideration for scholarship funding. I understand that if any information is found to be incorrect, my privileges of applying for scholarship funding could be revoked. I understand that I must provide resident and income information as required to qualify for the scholarship program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Round Rock Parks and Recreation Youth Scholarship Program – Administration Intake**

**October 1, 2023 – September 30, 2024**

**\*\*\*For office use only, applicant does not complete\*\*\***

1. <b>Intake</b> team member name:	
Date:	
Documents verified and attached. Check all that apply.	
<input type="checkbox"/>	Valid driver's license/state I.D. card
<input type="checkbox"/>	Bill of sale for owned property
<input type="checkbox"/>	Residency verified
<input type="checkbox"/>	Medicaid/CHIP card
<input type="checkbox"/>	Water bill
<input type="checkbox"/>	Free/reduced hot lunch program letter/SNAP card
<input type="checkbox"/>	Lease agreement
<input type="checkbox"/>	Income tax return

2. <b>Scholarship Administration</b> team member name:	
Date:	
*All items must be checked to advance to approval*	
<input type="checkbox"/>	All documents verified
<input type="checkbox"/>	Scholarship Tracking Chart updated
<input type="checkbox"/>	Enough funds available to offer

3. <b>Department Approval</b> team member name:	
Signature:	
Date:	
***Only one can be checked***	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Denied

4. <b>Scholarship Administration</b> completion processes. All items must be checked.	
<input type="checkbox"/>	Process funds via RecTrac
<input type="checkbox"/>	Add a tickler message
<input type="checkbox"/>	Notification to Applicant ___ Email ___ Phone Date:
<input type="checkbox"/>	Scholarship Tracking Chart completed
<input type="checkbox"/>	Application files uploaded to TEAMS and filed