



**Policy: Families in Need**

**Board Approval Date: June 18, 2007**

**Bylaws Reference: Article 13 - Scholarships**

**Associated Documents:**

- 1. Families in Need Application**
- 2. Determination Letter**

**Board President Signature:**

\_\_\_\_\_/\_\_\_\_\_  
Steven Van Til / Date

**Purpose**

The purpose of this policy is to outline the guidelines for allocating and distributing funds for those players who need financial assistance to participate in the Woodinville Baseball Club.

**Background**

Families are required to pay an annual registration fee to participate in Woodinville Baseball Club. These fees cover such costs as uniforms, equipment, insurance, fields and Club overhead (this amount is reflective of the near-fully loaded cost to play in one of our Club's lower division team). Families may be asked to pay additional monies associated with team specific activities not covered by the annual Club registration. This is typical of our Club's upper-division teams. This amount will vary by team, but typically covers costs associated with professional coaching, intensive winter workouts, tournaments, etc.

This policy specifically addresses the annual Club portion. Families requiring assistance beyond the annual Club registration fee will need to discuss options with the Board President as other factors need to be considered to avoid misdirecting funds contributed from other families.

It is also expected that any families participating in this program will offer volunteer assistance to the Club, participate fully in Club and team fund raisers, and/or seek Club sponsorships.

**Funding**

The funding source for financial aid will come from sponsorships and Club fundraisers, however the Board may elect to allocate funds from other sources. The Club will allocate a portion of funds each year from its annual fund raiser and sponsorships to fund the Families in Need Program. The total amount of funding each year will be proposed to the Board by the Treasurer and President during the June Meeting.

**Process**

- **Notification:** Families will be notified of the program during tryouts on the general information sheet handed out to each player. This policy will also be posted on the Club's web site. Those families requesting financial support are required to do so no later than one week after the end of the regularly scheduled

Club tryouts in advance of the season for which financial support is requested. Requests received after the application deadline, due to changes in family financial conditions, may be considered but will be subject to the availability of remaining funds allocated to the Families in Need Program for the current season.

- **Request:** Families requesting financial aid will be required to complete the Families in Need Application and submit along with either (i) proof of eligibility for the Free or Reduced Price School Lunch Program or (ii) a copy of their previous year Federal income tax return validating their adjusted gross family income to the Board President.
- **Review & Eligibility Determination:** The Board President will receive all applications and submit to a sub-committee of the Board for review. The sub-committee will consist of the Treasurer, President and two other Board members (appointed by the President) who will review the application and determine eligibility. The purpose of the sub-committee is to restrict access to confidential personal information and process the request in time for the next Board meeting.
- **Board Approval:** The President will inform the Board of the sub-committee's recommendation and the Board will approve allocation of the funds at the November Board meeting. The Board will not be given details of the request, only the amount recommended for budget comparisons. The Board (beyond the sub-committee) will not know the family requesting financial aid.
- **Confidentiality and Return of Application:** The President will return all information (application and tax return copies, etc.) to the family requesting assistance along with notification in writing of the Club's decision. The Board will not retain any personal information collected during this process. Details of the request and allocation will be made on a need-to-know basis.

**Eligibility Guidelines**

Below are guidelines to help in financial aid determination. Note these are *only* guidelines; it is understood exceptions are likely more the rule and that other factors will need to be taken into account when determining overall eligibility. Consequently, the sub-committee will be allowed some flexibility in determining family eligibility.

<b><u>Criteria (either A or B)</u></b>	<b><u>Eligibility</u></b>
<b>A. Acceptance into Free or Reduced Price School Lunch Program</b>	Full
<b>B. Annual Adjusted Gross Family Income</b>	
• Less than 60% of Median Household Income <sup>1</sup>	Full
• Between 60% and 80% of Median Household Income	Partial
• Greater than 80% of Median Household Income	None

1) Median Household Income levels for appropriate family size, as published annually by HUD for King County