



City of Tigard

PARKS & REC

Scholarship Guidelines

Applies to:

City of Tigard residents who would like to participate in Tigard Parks & Rec general activities, including community gardens.

Available for:

Award of scholarships of up to 75% of the fee of an activity, with a \$300 cap per individual per calendar year.

Apply by:

Filling out the necessary paperwork and attaching the required documents.

Applications can be submitted:

- By email to recreation@tigard-or.gov
- By mail to Tigard Parks & Rec, 13125 SW Hall Blvd., Tigard, OR 97223, Attn: Kaitlyn McKinney
- In person at the Tigard Public Works Building, 8777 SW Burnham St., Tigard, OR 97223.
Office hours are from 8 a.m. to 6 p.m., Monday-Thursday.

Tigard Parks & Rec will notify you of approval or denial of scholarship. This process may take up to 14 business days.

Policies:

- A. If classes are cancelled by Tigard Parks & Rec, the participant will receive a full refund of their payment.
- B. Participants withdrawing from an activity must notify Parks & Rec at least 7 business days prior to the start of the activity. A full refund minus a \$5.00 administrative fee will be given unless notification is less than 7 business days. If less than 7 business days no refund will be given.

Procedures:

1. Parent or guardian completes and submits scholarship application.
 - a. Attach proof of residency
 - b. Attach proof of the following*
 - i. A copy of free or reduced lunch form from the Tigard-Tualatin School District for the current school year
 - ii. A letter of verification for any state or federal assistance received that includes dates of eligibility
 - iii. State documentation for foster children
 - iv. A copy of reduced Utility Billing
 - c. Attach proof of income for all adults in household
 - i. Last two months' payroll stub
2. Applications are reviewed by Tigard Parks & Rec staff and the family is notified of approval or denial of scholarships.
3. Amount of assistance is awarded by administrative staff.
4. Families register online or in person for desired activities.
5. If award assistance is not used by end of the calendar year, the scholarship expires.

*If you cannot meet the required materials and would still like to apply for a scholarship, please attach a financial hardship letter expressing your interest along with this application.



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PARKS & REC

Scholarship Application

STAFF USE ONLY	
Scholarship amount: _____%	Enrolled: _____
Initials: _____	

There is a limited amount of scholarships available to help partially cover the cost of a class, program, or event offered by the Recreation Program. All information below must be filled out to be considered. Proof of residency and proof of federal assistance or income is required with the application.

HOUSEHOLD INFORMATION

Last Name: _____ First Name: _____

Primary Phone: _____ Email: _____

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

Family members applying for a scholarship:

FIRST NAME	LAST NAME	DATE OF BIRTH

Number in Household Adults: _____ Children: _____

By signing below, I certify that the information provided is correct. I have read the scholarship guidelines. I understand I may not receive my desired scholarship percentage. I understand that my request may be denied. I understand that my scholarship may expire at the end of the calendar year if not used.

Participant or Guardian Signature _____
Date

Right to Refuse

We hold the right to refuse any submission that does not meet our standards. Tigard Parks & Rec will notify you of approval or denial of scholarship. Please note this process may take up to 14 days.