



SCHOLARSHIP POLICY

1195 SE Kemper Way Madras, OR 97741 | ph: 541-475-4253 | macrecdistrict.com

Section 1. Purpose

The purpose of this policy is to provide a high-level description of the MACRD's intent to both solicit donations/fundraise funding for scholarships and provide scholarships for patrons to access activities and programs if they are experiencing financial hardship.

Section 2. Definitions

Terms used in this policy include:

District is a designated area of a county and/or cities, especially one regarded as a distinct unit due to an election that was held to give it taxing authority.

Members are patrons who have paid for ~~either~~ an annual, ~~or~~ monthly, or punch card membership with the MACRD.

In-district patrons are those that reside and/or own property within the boundaries of the district and pay property taxes to the district.

Out-of-district patrons are those that reside outside of the boundaries of the district and, as a result, do not pay property taxes to the district.

Youth are defined as between the ages of 3-17 years old

Household is defined as related parties living at the same address

Head of Household must be over the age of 18 years old. All youth memberships must reside under a head of household with an active annual or monthly membership.

Section 3. Procedures for Scholarship Donors

Any individual or organization interested in supporting scholarships for patrons through the MACRD are invited to make a charitable contribution/donation, as they are tax deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

Contributions/donations will be received in the following manner:



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1. \$1-\$9,999 received as a donation for the specific purpose of supporting scholarships will:
 - a. be tracked to ensure they are expended on the specified purpose
 - b. respond with a thank you letter that identifies the contribution and the MACRD EIN# (for tax purposes)
2. \$10,000+ received as a donation for the specific purpose of supporting scholarships will:
 - a. be tracked to ensure they are expended on the specified purpose
 - b. the Executive Director will meet with the donors to discuss whether they would like the funds directed toward specific programs and whether they would like the scholarship named as a separate scholarship or included in the MACRD scholarships.
 - c. respond with a thank you letter that identifies the contribution and the MACRD EIN# (for tax purposes)
 - d. All patrons who are awarded scholarships will be encouraged to provide a written thank you note to the donor that will be shared with the donor.

Section 4. Procedures for Scholarship Applicants/Recipients

Any in-district patron of the District who, for reasons of financial hardship, cannot afford to participate in a program or activity sponsored by the district, may confidentially apply for a scholarship to cover a portion of the activity fees.

1. Patron Eligibility
 - a. Applicant must reside within the boundaries of the district.
 - i. Staff may request proof of residency, which can be provided with a driver's license/ID card, mortgage/rental statement with physical address, and/or a utilities statement that includes the patron's name and physical address.
 - b. The MACRD will determine scholarship eligibility based on a patron's participation in state and/or federal assistance programs or based on a hardship letter submitted by the patron.



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2. Eligible Programs
 - a. Generally, the district provides scholarships for pre-registration required activity fees.
 - b. District scholarships will not apply to:
 - i. non-refundable activity fees, including:
 1. program supplies fees
 2. tournament entry fees
 - ii. drop-in fees, including special events when purchased on day of the event
 - iii. annual, monthly, and punch card memberships
 - iv. team fees (if they are not included in registration fees),
 - v. out-of-district differential fee,
 - vi. facility rental fees,
 - vii. concession or merchandise items,
 - c. The district reserves the right to exempt an activity or program from the Scholarship Policy upon approval from the executive director.
3. Application Process
 - a. Scholarship applications must be received at least 5 business days prior to the start of an activity for the patron to receive a scholarship.
 - b. A head of household may submit one application with each household member listed.
 - c. All youth scholarship applications must be submitted by the head of household on the youth's account.
4. Scholarship Awards
 - a. The maximum amount of scholarship funds granted to an individual is limited per fiscal year (based on available scholarship funds)
 - b. Scholarship awards may be used toward no more than 50% of the program/activity fee.
 - i. The executive director may make an exception and authorize additional support based on the financial hardship situation.
 - c. Scholarship recipients will be notified of their award within 5 business days, and their ActiveNet account will be updated to reflect the scholarship award.



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- d. All scholarship recipients will be encouraged to write a thank you note for receiving the scholarship, to be provided to the MACRD within 30 days of the award.
- e. All scholarship awards are approved through June 30 of the fiscal year. Applicants will be required to submit a new application after July 1 of each year.

5. Refunds

- a. Refunds will be issued consistent with established refund policies.
- b. Scholarship recipients are not eligible for refunds above the dollar amount they paid.

Section 5. Responsibilities

The executive director, and/or their designee, is responsible for administering the provisions of this policy.