

**Policy:** Financial Aid Scholarship Program

**Board Approval Date:**

---

**Bylaws Referenced:** Article 13-Scholarships

**Associated Documents:** 1. Scholarship Application  
2. Determination Letter

**Board President Signature:**

---

Jeff Young

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 (heretofore referred to as “the Club” or “Club”).

### **Background**

Families are required to pay an annual player registration fee to participate in the Club. These fees may cover such costs, 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 teams). Families may be asked to pay additional fees associated with team specific activities not covered by the annual player registration fee. 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 player 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 fundraisers, and/or seek Club sponsorships.

### **Funding:**

The funding source for financial aid will come from employer matching funds, 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 employer matching funds, fundraisers, Club maintenance fees and sponsorships to fund the Financial Aid Scholarship Program. The total amount of funding each year will be proposed to the Club’s Board of Directors by the Treasurer and President during its 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 Financial Aid Scholarship Program for the current season, as reviewed and approved by the Board.

- ***Request:*** Families requesting financial aid will be required to complete the, Scholarship Application and submit along with either (i) proof of eligibility for the Free or Reduced Price School Lunch Program or (ii) documentation of other government assistance and (iii) Personal Statement of request.
- ***Review & Eligibility Determination:*** The sub-committee of the Vice President and Treasurer will review all applications and determine eligibility. The purpose of the sub-committee is to restrict access to confidential personal information and process the request in preparation for Board review. The sub-committee will notify the President of the recommendations of the committee.
- ***Board Approval:*** The President will inform the Board of the sub-committee's recommendation and the Board will consider and approve an allocation of funds at the November Board meeting. The Board will not be given details of the requestor, only a representation of the request and the amount recommended by the sub-committee for budget comparisons. The Board (beyond the sub-committee) will not know the family requesting financial aid. The Board may consider specific amounts, the balance of distributions across teams, and make other determinations to ensure the use of budgetary funds is equitable across the Club in response to the the sub-committee's recommendations. The Board is the approval authority for the final amounts awarded.
- ***Confidentiality and Return of Application:*** The Treasurer will return all information (application and documents submitted, etc.) to the family requesting assistance along with notification in writing of the Club's decision. The Club 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

**Criteria (either A, B or C)**

- A. Acceptance into Free or Reduced Price School Lunch Program**
- B. Other Government Assistance**
- C. Personal Statement Need**

All Scholarship Aid amounts will take into consideration the amount of aid available in the scholarship fund and the number of families requesting assistance. Scholarships should not exceed 50% of player registration fees.

Revision History

Version	Description	Board Approval Date	Changed By
1.0	Original Document	2007	
1.1	Rename to WBC Financial Aid Scholarship Program. Update to the program Background, Funding Sources, and Process to align with current needs of the Club.	2/13/2020	Jeff Jones, Jody Potthoff