

South Lyon Area Youth Assistance

1000 N. Lafayette
South Lyon, MI 48178
248-573-8189

SKILL BUILDING POLICY

On this day, May 16, 2006, the following policy was established and approved by the South Lyon Area Youth Assistance Board of Directors for the purpose of processing skill building Scholarship fund requests in an equitable and fair manner, for as long as funds are available in any fiscal year. This policy is a guideline for reviewing and approving requests for funds and is subject to exceptions on an individual basis and with the consensus of the Board.

1. Parents are required to submit a completed Skill Building Form along with literature about the activity for which funds are being requested. All requests for Skill Building Scholarship funds must be approved by the Youth Assistance Board of Directors who meets every month.
2. Scholarship approval will be limited to one per child per Y.A. fiscal year. However, a second request may be approved on an exception basis for special circumstances and/or if the request is from a caseload family.
3. Scholarship approval will be for 75% of a request amounting to \$50 or higher. The purpose of this policy is to encourage parents and children to be responsible for a portion of the cost and to place value on the assistance. A higher percentage may be approved at the discretion of the board.
4. Scholarships will be limited to participant fees only (excluding uniforms, costumes and other fees attached to the activity). Tutoring is not eligible for skill building grants.
5. Upon approval of a skill building request, a letter will be sent to the parent/guardian expressing approval and will include a brief explanation of the Youth Assistance organization and volunteer opportunities, and a request for feedback on the child's participation in the skill building activity. Parents and/or child receiving Skill Building Scholarship funds will be encouraged by the Board to volunteer some time in one or more Youth Assistance activity.



South Lyon Area Youth Assistance

“Strengthening Youth and Families”

1000 N. Lafayette • South Lyon, MI 48178 • 248-573-8189

South Lyon Area
Strengthening Families
Through Community Involvement

Scholarship Request Form 2010-2011

Please return the completed application with the following:

- Copy of 1040 of Parent/Guardian (application will not be considered without the 1040)**
- Brochure or complete description of the program with dates, costs and sponsoring Agency**

Date of Application _____

Contact Information:

Date of submission: ____/____/____

Child's Name: _____ Birth Date: ____/____/____ Age: _____

Address: _____ City: _____ Zip: _____

Home Phone: (____) ____-____ Cell Phone: (____) ____-____ Work Phone: (____) ____-____

Email address : _____

In which municipality is your property tax paid? (please check one):

- Commerce Township
 Green Oak Township
 Lyon Township
 Milford
 Novi
 Northfield Township
 Salem Township
 South Lyon
 Wixom

<u>First & Last Name</u>	<u>Age</u>	<u>Sex</u>	<u>Race</u> W=White AA=African American H=Hispanic A=Asian NA=Native American Bi=Biracial	<u>Name of Child's School</u>	<u>Last Grade Completed</u> (for all household members)	<u>Adult Work Status</u> FT=Full Time PT=Part Time U=Unemployed H=Homemaker R=Retired

Skill Building Application Form | South Lyon Area Youth Assistance

Household:

Please answer the following questions:

1. What activity are you seeking assistance with?

2. What is the cost of the program?
(please exclude cost for any equipment, costumes and registration fees)

3. How much are you able to pay toward the cost of the program?

4. Enrollment/deadline date: ____/____/2010 (i.e., date you must enroll student in activity)

5. What is the **exact name of the sponsoring organization** to whom the check should be made out to?

7. Upon approval of application, a letter will be sent to the parent/guardian expressing approval. It will include a brief explanation of the Youth Assistance organization and volunteer opportunities, and a request for feedback on the child's participation in the skill building activity. Parents and/or child receiving Skill Building Scholarship funds are encouraged to volunteer some time in one or more Youth Assistance activity.

Yes, my child and/or I would be interested in volunteering at a Youth Assistance activity. Please contact me.

If you have questions regarding your application, please contact the Chairperson (Radha) at Skillbuildingya@yahoo.com

South Lyon Area Youth Assistance has my permission to contact the payee to confirm that my child was able to participate.

Parent

Date

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Revised: 11/2010

Office use only: _____			
SC:	PC:	RB:	BZ:
Approval date: ____/____/____			
Letter sent: ____/____/____			