**Policies and**

**Procedures**

**Financial Aid**

 **1.0 Purpose**

To establish standard practices for financial aid grants for NLYAA activities due to family hardship or need, thus insuring participation availability to all children served by the NLYAA

**2.0 Scope**

This policy covers all activities sponsored by the NLYAA and all families eligible to participate in its activities.

**3.0 Responsibilities**

It is the responsibility of *all NLYAA* board members to hold in strict confidence any information about financially aided children and their families.

The NLYAA registrar shall maintain a record, by sport, of all financial aid requests and report the annual total in the financial report for each fiscal year. The financial aid request forms shall be kept on file for at least three years.

**4.0 Definitions**

**Financial aid** – waiving or reducing the activity fee for participation in an NLYAA sport due to family need.

**5.0 Procedure**

5.0.1 A parent or legal guardian requiring financial aid assistance must make the request *in writing* to the President of NLYAA. The NLYAA *Request for Financial aid* must be submitted before the close of sign-ups for the given sport.

5.0.2 Financial aid is in force for ONE sport season. A new request must be made for each new sport season.

5.0.3 The family requesting financial aid will receive response in writing or via email from NLYAA before the beginning of the sports season.

**6.0 Actions and Requirements**

6.0.1 **Availability of Funds:** Prior to each sports season, the NLYAA

Executive Committee and sport director will define a maximum budget amount available for financial aid for each sport for the incoming season. This will be included as part of the budget of each sport. Acceptance into the NLYAA financial aid program does not guarantee full payment for a player’s registration fees. If fundraiser buyout fees are waived, it means the family will not need to do the mandatory fundraiser, but this also means the family will not receive a ticket for the event and will not be able to participate for free. NLYAA has established a limited fund to assist players. Fees assistance awards amounts will be based on the number of applicants and available funds. Families requesting support after the allocated limit has been reached will receive first consideration should they desire it for the following sports season and still have the need.

A player’s family may receive financial aid once per calendar year, unless there are additional fund available.

6.0.2 **Residence**: Families receiving financial support must reside in Northern Lehigh School District.

6.0.3 **Eligibility** will be limited to those families eligible for free lunch programs at their schools. Proof of eligibility will be required. Additionally, we will request the front page of their tax returns ie. form 1040, 1040A, 1040EZ etc.. for validation of eligibility according to the guidelines.

6.0.4 **Partial financial aid** may be made available to those deemed able to pay a portion of the activity fee. Fees assistance awards amounts will be based on the number of applicants and available funds

6.0.5 An “extenuating circumstance” waiver of the eligibility requirement in 6.0.3 May be submitted to the President of NLYAA. This waiver request will be voted on by the board for approval. Majority vote of a panel consisting of the executive board and sport director for the sport requested is required for approval under the “extenuating circumstance” clause.

6.0.6 **Parent Volunteer:** When financial aid is awarded the parent or legal guardian from the family receiving financial aid **MUST** volunteer for NLYAA activities during that sports season. The scope of the volunteer work will be agreed upon between the sport director, executive board and the parent or guardian prior to authorization of the financial aid.

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