



## Auburn Senior Center Member Scholarship Program Policy

### I. Purpose and Objective

The Auburn Senior Center Member Scholarship Program is established to provide financial assistance to members who, due to temporary or long-term financial hardship, are unable to participate in the center's programs, classes, or activities. The objective of this program is to ensure that all members have equal access to the center's services, thereby promoting engagement, well-being, and community for our senior population.

### II. Eligibility Criteria

To be eligible for the scholarship program, an applicant must:

- Be a current, dues-paying member of the Senior Center in good standing.
- Demonstrate a genuine financial need that prevents them from paying for a specific activity or class.
- Submit a completed application form, providing all required information.

### III. Application Process

- **Application Form:** A standardized application form will be developed and made available at the front desk and on the center's website. The form will request information necessary to assess financial need, such as household income, expenses, and a brief statement from the applicant explaining the circumstances of their need.
- **Confidentiality:** All applications and related information will be treated with the utmost confidentiality. Access to this information will be strictly limited to the designated review committee.
- **Submission:** Completed applications must be submitted in a sealed envelope to the Senior Center Director.

### IV. Awarding of Funds

- **Review and Approval:** The Center Director will review the application and make a determination. Decisions will be made based on the documented financial need and the availability of funds. Additional information may be requested from the applicant.
- **Notification:** The Senior Center Director will notify the applicant of the committee's decision within 7 business days.

- **Award Limit:** The maximum scholarship amount awarded to any single member in a 12-month period will be determined annually by the Board of Directors based on the program's budget. The award may cover a portion or the full cost of an activity.

## **V. Funding Source**

Funding for the Senior Center Member Scholarship Program will be allocated from the center's annual budget, with additional contributions from designated donations, fundraising initiatives, and grants specifically sought for this purpose. The Board of Directors will oversee the management of these funds to ensure the program's sustainability.

## **VI. Policy Review and Approval**

This policy shall be reviewed annually by the Board of Directors to ensure its continued relevance and effectiveness. The Board of Directors reserves the right to amend, modify, or terminate this policy at any time.

Approved by the Board of Directors on \_\_\_\_\_  
Date