



**BOYS & GIRLS CLUBS**  
OF GREATER SCOTTSDALE

## **PROGRAM ASSISTANCE POLICIES & PROCEDURES**

Boys & Girls Clubs of Greater Scottsdale (BGCS) is committed to providing quality programming and making it affordable for all families. Program Assistance is awarded on an as-needed basis. This application, along with all required documentation, must be complete and submitted before Program Assistance can be awarded.

The following policies apply to all Program Assistance:

- Open enrollment for Program Assistance for the current school year takes place during the month of August
- Program Assistance application and required documentation must be complete and submitted before Program Assistance can be considered
- Program Assistance may not be backdated to cover programs that have already started and/or are complete
- Program Assistance cannot apply to membership dues, sports, field trips, deposits and programs hosted by/contracted out to a third party
- Families currently living in a homeless/domestic abuse shelter can qualify for 100% Program Assistance with documentation from the shelter
- Members who are in the Foster Care system with documentation from the Arizona Department of Child Safety qualify for 100% Program Assistance
- Members with a parent/guardian who is active duty military with military ID qualify for 100% Program Assistance
- The previous year's signed tax return must be submitted with your Program Assistance application—it must list the member as a dependent
  - o If a family did not file taxes for the past year, then documentation such as TANF or disability must be submitted. Please call 1-800-TAX-FORM (1-800-829-1040) for a verification of non-filing or go to IRS.gov for other information.
  - o Sensitive documents provided by a family should never be shared internally via email, even if the family emails the documentation
- Account balances must be paid in full and be in good standing with no overdue balances
- Parents/guardians are expected to pay the amount they are responsible for on time
- BGCS Finance Department approves Program Assistance. Program fees for the first month will be waived while your application is being processed.
- You will receive an email within 10 business days regarding your qualification and next steps.

**BGCS SUPPORT SERVICES**  
**(480) 344-5520 OR ASSISTANCE@BGCS.ORG**  
**AVAILABLE M-F 8:30 A.M. - 5:00 P.M.**



# PROGRAM ASSISTANCE APPLICATION

DATE RECEIVED	
FRONT DESK INITIALS	
ALL DOCUMENTS ATTACHED	

Boys & Girls Clubs of Greater Scottsdale tries to make our programs and membership available to all who will benefit from them, regardless of their ability to pay. All financial assistance is granted on a sliding scale based on income and need. All information is kept confidential.

\_\_\_\_\_ I understand that without a completed application and proper attachments my application will not be processed.  
(initial here)

## PRIMARY ADULT APPLICANT

LAST NAME	FIRST NAME	<input type="checkbox"/> NEW APPLICANT	<input type="checkbox"/> RENEWAL	DATE
STREET ADDRESS	CITY	STATE	ZIP	
BIRTH DATE	GENDER	OCCUPATION	EMPLOYER	
PHONE <input type="checkbox"/> MOBILE <input type="checkbox"/> HOME	PHONE <input type="checkbox"/> MOBILE <input type="checkbox"/> HOME	EMAIL ADDRESS		LENGTH OF EMPLOYMENT

## SECOND ADULT APPLICANT

LAST NAME	FIRST NAME	<input type="checkbox"/> NEW APPLICANT	<input type="checkbox"/> RENEWAL	DATE
STREET ADDRESS	CITY	STATE	ZIP	
BIRTH DATE	GENDER	OCCUPATION	EMPLOYER	
PHONE <input type="checkbox"/> MOBILE <input type="checkbox"/> HOME	PHONE <input type="checkbox"/> MOBILE <input type="checkbox"/> HOME	EMAIL ADDRESS		LENGTH OF EMPLOYMENT

## ALL ADULTS & DEPENDANTS LIVING AT HOME

Tax forms must reflect those listed below

NAME (MARK BOX TO INDICATE ANY CHILDREN YOU WANT TO BE ENROLLED)	EMPLOYER/SCHOOL	BIRTH DATE	GENDER	RELATIONSHIP
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

SINGLE-PARENT HOUSEHOLD  
 YES  NO

NUMBER OF CHILDREN ENROLLED \_\_\_\_\_

## ITEMIZE YOUR GROSS & ANNUAL INCOME

Documentation is required

	YOUR INCOME \$	SPOUSE/PARTNER'S INCOME \$	OTHER INCOME \$
SALARY, WAGES AND TIPS			
UNEMPLOYMENT/COMPENSATION			
SOCIAL SECURITY COMPENSATION			
CHILD SUPPORT			
AID FOR DEPENDENT CHILDREN			
FOOD STAMPS			
401(k) RETIREMENT			
ALIMONY			
SCHOOL LOAN INCOME			
401(k) RETIREMENT			
HOUSING ALLOWANCE			
OTHER			
TOTALS			
TOTAL ANNUAL INCOME			

### Submit your completed Program Assistance Application with the following:

1. Current year's Federal Tax Return (Form 1040 pages 1 & 2 only; or 1040EZ)
2. Copies of your last two paycheck stubs OR a letter from your employer/client stating your annual salary
3. Copies of any supporting documentation listed in above annual salary line items

I do not file a Federal Tax Return based on federal government income guidelines.

### Please indicate which forms you submitted by checking one of the boxes below:

- Current year's Federal Tax Return (Form 1040 pages 1 & 2 only; or 1040EZ)
- Copies of your last two paycheck stubs OR a letter from your employer stating your annual salary
- Copies of any supporting documentation listed in above annual salary line items

**Mark out all social security numbers, tax ID numbers and/or credit card numbers before submitting any paperwork. Applications without the required supporting documentation will be returned unprocessed.**

I certify that this information is true and complete to the best of my knowledge. I grant permission to Boys & Girls Clubs of Greater Scottsdale to verify this information. I agree to notify Boys & Girls Clubs of Greater Scottsdale if my financial status should change.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit this completed form and all required documentation to:

Boys & Girls Clubs of Greater Scottsdale  
Support Services  
10533 E. Lakeview Drive  
Scottsdale, AZ 85258

(480) 344-5520 | assistance@bgcs.org