

## Guidelines

### Purpose:

St. James Youth scholarships provide resources to youth, who are active in the life of the church and in need of financial help, so that they might participate in faith strengthening and community building activities.

### Eligibility:

- Youth must be an active in the life of the church. This includes but is not limited to being regular in worship, study, and service.
- Youth must participate in designated service and fundraising events, wherein they have the potential to learn money towards trips and events.
- Family must be in financial need.
- Youth are eligible to receive no more than two scholarships per calendar year.

### Source of Funding:

Demonstrating its commitment to youth ministry, money has been designated within St. James Mission Budget for youth scholarships. A portion of this money will be set aside for individual scholarships and a portion will be used to lower the overall cost of selected events. Money that is not spent during the budget cycle will be reserved in a fund labeled “youth scholarships” for future use.

### Process:

- Youth and parents will fill out a St. James Youth Scholarship application form. These forms should accompany the registration form for the event and meet the registration deadline. Exceptions will be made in emergency situations only.
- Forms will be kept confidential and reviewed by the Education and Youth Mission Steward and the pastors.
- Available scholarship money will be divided among applicants based on need and levels of participation. These decisions will be made jointly by the Education and Youth Mission Steward and the pastors.
- Scholarship decisions will be communicated directly to the participants within a timely manner.
- The Parish Administrator will be informed of decisions so that funds may be transferred from the appropriate accounts. Decisions will otherwise be kept confidential.
- For accounting and mission purposes, the number of awarded scholarships will be made public. Names of recipients will be kept confidential.

## APPLICATION

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Parent contact: \_\_\_\_\_ Phone/cell: \_\_\_\_\_

Grade of Youth: \_\_\_\_\_ Confirmed?  Yes  No

Have you received a scholarship for a youth event in the last year? If so, when?

For which event/trip do you wish to receive a scholarship: \_\_\_\_\_

How much money will you be using from your St. James Youth account for this event/trip: \_\_\_\_\_

How much additional money are you able to contribute to this event:

75 %

25%

50 %

10%

Other: \_\_\_\_\_

Statement of Financial Need: *Please share a brief description of the need for this scholarship.*

### For Office use:

Date received: \_\_\_\_\_

Amount awarded: \_\_\_\_\_ Approved by: \_\_\_\_\_

Recipient contacted on \_\_\_\_\_ by \_\_\_\_\_