

Guidelines for Best Practice on Scholarship Forms

Format

- 11 pt. type size minimum
- Text/description font: Times new roman or similar (serif)
- Application field font: Arial or similar (sans-serif)
- Uniform spacing throughout application
- Double space between lines
- White space
- One page application (with guidelines on separate sheet if necessary)
- Can list multiple family members on one form (up to three children per form)
- Reading level below 8th grade

Content

- Automatic qualification for Medicaid, Head Start, eCap, Step Ahead, or School lunch program
- Lists non-invasive income verification documents first (e.g. school lunch program)
- Requires only one income verification document
- Disclaimer that applicant can bring forth other income verification documentation or circumstances if listed documents are not available to applicant
- Clear guidelines for scholarship awards
- Scholarship award approval lasts one year
- Collects information about ethnicity/race
- Scholarship offered for swim lessons
- Sponsor a child scholarship

Access

- Scholarship forms available to print from pool website
- Scholarship guidelines posted online and in print
- Scholarship availability posted online and in print
- Scholarship form available in the same formats as registration options
- Collects information about ethnicity/race
- Mail-in option
- Scholarship forms available when pool is closed
- Form not necessary for scholarship
- Notification of approval within 48 hours
- Notification of approval time stated on form
- Discount/subsidy offered for family swim
- Discount/subsidy offered for open swim
- Advertising agreement with organization (banner at front desk of medical center, etc) used for scholarship subsidy

Registration/Other

- Optional donation to scholarship fund upon registration
- Policy of reduced pricing rather than a separate scholarship fund
- Partnering with outside partners (ex: Make a Splash)