



# CITY OF APPLETON

## Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-5905

f: 920-993-3103

[www.appletonparkandrec.org](http://www.appletonparkandrec.org)

## APPLETON PARKS AND RECREATION DEPARTMENT RECREATION PROGRAM FEE WAIVER GUIDELINES AND APPLICATION

Thank you for your interest in Appleton Parks and Recreation. Our fee waiver program is designed to give City of Appleton youth the opportunity to participate in recreation programs regardless of their financial status. All applications and financial information will be kept strictly confidential.

### APPLICATION PROCESS

Fee waivers are available to City of Appleton youth (17 and under) residents only. A resident is any person who lives within the corporate city limits of Appleton. City and school district boundaries are not the same. Appleton mailing addresses do not automatically mean you are a city resident. A current driver's license, utility bill, apartment lease, or tax bill may be used by the parent or legal guardian of the applicant to verify residency.

To apply, parents/guardians must complete and sign the Recreation Fee Waiver Application and meet one or more of the eligibility requirements set forth below:

- Qualify for an area school district free or reduced lunch program. Applicants must submit a copy of the letter from the school district stating their child(ren) qualifies for the program.
- Qualify for any government-based subsidy programs such as WIC. Applicants must submit proof of participation in said program.

If the applicant does not meet the eligibility requirements, a hardship exception may be requested by completing the Hardship Exception portion of the fee waiver application.

Completed applications with eligibility documentation and proof of residency can be submitted via mail or in person to Appleton Parks and Recreation Customer Service at 1819 Witzke Blvd. Appleton, WI 54911 or via email to [aprd@appleton.org](mailto:aprd@appleton.org).

Applications will be reviewed by Parks and Recreation staff. Please allow two weeks for processing. Applicants cannot register for programs and/or obtain pool passes until approval process is complete. Applicants will be notified by mail and email of their approval status.

If approved, participants must contact Appleton Parks and Recreation Customer Service to register for programs or obtain pool passes.

**SCHOLARSHIP DETAILS**

Each youth in an approved household receives a \$100.00 stipend per calendar year. Applicants must submit a new application each calendar year for approval. This stipend can be used as detailed below:

- All Appleton Parks and Recreation youth programs such as instructional programs, sport leagues, and/or swim lessons;
- To obtain a youth summer pool pass;
  - Approved applicants may choose to use their stipend toward a youth summer pool pass.
  - Approved applicants who have registered for a swim lesson program, attend at least 70% of the classes, and present the swim test card to the Parks and Recreation Customer Service Center may receive a youth summer pool pass. One parent or guardian may also receive an annual pool pass at that time.
- Fee waivers are not applicable to youth participation in trips, dance costumes, private swim lessons, or programs offered through a partnership with another agency.
- Approved applicants will be required to pay a \$5.00 copay toward each program registration fee and/or a youth summer pool pass.

**APPLETON PARKS AND RECREATION DEPARTMENT  
RECREATION PROGRAM FEE WAIVER APPLICATION**

Date of Application: \_\_\_\_\_

Name of Parent(s)/Guardian(s) \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (Home/Work) \_\_\_\_\_

Email: \_\_\_\_\_

**Family information (please list each person in the family):**

FIRST NAME	LAST NAME	MALE (M) or FEMALE (F)	DATE OF BIRTH	CURRENT GRADE

**PLEASE CHOOSE**

- My household qualifies for the free or reduced lunch program, and I have included a copy of the letter from the school district stating my child(ren) qualifies for the free or reduced lunch program.
- My household qualifies for a government-based subsidy program, and I have included proof of participation in said program.
- My household does not meet eligibility requirements and I am requesting a Hardship Exemption. I have disclosed hardship details below.

**HARDSHIP EXEMPTION:**

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I hereby verify that the information stated on this application is true.

\_\_\_\_\_  
Applicant's Signature  
(must be 18 and over)

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

**STATUS:**

- Approved      Date approval letter mailed & emailed \_\_\_\_\_
- Declined      Reason: \_\_\_\_\_

Notes: \_\_\_\_\_

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