

**PGST YOUTH SERVICES
2024-25 EXTRA-CURRICULAR SCHOLARSHIP**

Port Gamble S'Klallam Youth Services provides extra-curricular scholarships to youth up to the 12th Grade who are enrolled members of the Port Gamble S'Klallam Tribe.

Awards will not exceed a total per year of \$1,000 for K-12th Grade and \$500 for Toddler/Preschool Age

- Scholarship rounds open July 1st and close June 30th of the following year.
- Up to 50% of the scholarship can be used for gear and equipment.
- Uniforms required by organizations will not be counted towards the 50% gear and equipment restriction.
- Allowed activities may be through a school, club, or organization, as well as approved structured and/or scheduled activities that are outside of the school day that promote educational success and healthy choices.
- Payments can be made directly to an organization, or a personal reimbursement if appropriate receipts and verification are received. All payments must be set up as a vendor to be processed. Receipts must be submitted within one month to guarantee reimbursement.
- The custodial parent is eligible to apply and if shared 50% custody, parents must agree on the expense.
- *For further eligibility see the: Distributing Extra-Curricular Scholarships Policy*

Step 1. Applicant Information

Parent/Guardian Applicant: _____
Address (not P.O. Box): _____
Telephone: _____ Email: _____
Youth Applicant: _____ DOB: _____
School: _____ Grade or Age: _____

Tribal Affiliation:

Youth Enrolled PGST: Yes No Enrollment # _____

Youth Staff Only:

Date: _____ Total: _____
Fees: _____ Gear: _____
Processed By: _____

Additional Payments:

Date: _____ Total: _____
Fees: _____ Gear: _____
Processed By: _____

Additional Payments:

Date: _____ Total: _____
Fees: _____ Gear: _____
Processed By: _____

Step 2. Activity Information

Activity: _____

Organization/Program activity is associated with: _____

Scholarship Assistance Needed:

- Payment made to Organization (must have Vendor Form on file): _____
- Request for personal reimbursement: _____
- Purchase Order to Big 5 (include items being purchased): _____

*Note: P.O is to be picked up at Youth Services and the receipt returned to Youth Services within the 48 hours or you will be billed for the P.O. amount. Only items listed on this application may be purchased without further approval.

I _____ have read and understand the above statement. I understand by submitting this scholarship a payment will be made. If the organization is not already a vendor, it will be my responsibility to have it set up for payment. If my youth decides not to participate it will be my responsibility to get a refund issued to the Tribe.

Parent/Guardian Signature _____ Date: _____

Step 3. Needed Documentation

Applications WILL NOT be processed without one of the following required documentation:

- Copy of registration, team roster, schedule, or other proof of participation in activity.

* Applications must be turned in BEFORE 4:30pm on Tuesday to be done the following Friday.

*This Program complies with GW guidelines and qualifies as a taxable exempt service (See the Tribal General Welfare Exclusion Act of 2014 Internal Revenue Code 139E).

**Distributing Extra Curricular Scholarships for Youth up to 12th Grade
General Welfare Program**

This policy is to provide supplemental assistance for youth up through 12th grade for structured sports, or other extra-curricular activities that take place outside school hours, to promote educational success and healthy choices.

- 1. Port Gamble S’Klallam Enrolled Youth up to 12th Grade Are Eligible to Receive Extra Curricular Scholarships.**
- 2. Parent or Guardian Must Submit a Complete Application, According to the Published Deadline in Order to Receive Assistance.**
 - Staff may request additional verification or documentation to determine eligibility.
 - Assistance may only be used for youth for which it is applied.
- 3. Scholarships can be used for expenses including registration, fees, uniforms, gear, equipment, and travel.**
 - Up to 50% of the scholarship can be used for gear and equipment.
 - Uniforms required by organizations will not be counted towards the 50% gear and equipment restriction.
- 4. Payments Can be Made Directly to an Organization or Reimbursed to the Parent or Guardian.**
 - Receipts will be required for reimbursement.
- 5. Funds are Discretionary and Subject to Tribal Council Approval of its Annual Budget.**
 - The monetary amount of the assistance will be determined with the Annual budget.
- 6. Assistance Used Outside the Scope of This Policy May Result in Repayment to the Tribe and Ineligibility for Future Use.**
- 7. Record of Assistance Given Will Be Tracked and May be Subject to Audit.**
- 8. This Program Shall Be Administered in Compliance with Title 31 of the Tribe’s Law and Order Code and §139E of the Internal Revenue Code of 1986, as Amended, and Therefore Shall Be Excluded from the Participant’s Gross Income for Federal Income Tax Purposes and State Benefit Calculation.**
- 9. Assistance Will Not Diminish a Participant’s TANF/SFA, RCA, PWA, ABD Cash, and Food Assistance Benefits, as Pursuant to Washington Administrative Code 388-450-0040.**