



# United Way Youth Activities Scholarship Program

301 20<sup>th</sup> S. Street, Suite 7, PO Box 476, New Ulm, MN 56073-0476

Phone: 507-354-6512

Fax: 507-354-9712

Email: uwbcaa@newulmtel.net

Website: [www.unitedwaybrowncountyarea.org](http://www.unitedwaybrowncountyarea.org)

---

## United Way Youth Scholarship Program

- **Activity Fees** – United Way will cover up to 80% of the activity fee.
- **Scholarship Maximum** – The maximum amount given per year (August 1 to July 31) is \$200 per child.

## Expectations of Organization.

- **Promotion** - Promotion of scholarships are highly encouraged to be advertised in your literature and advertising. *Sample: Scholarships available to qualified families through the United Way Youth Activities Scholarship Program. See us for more details.*
- **Confidentiality** - Applicants and recipients of scholarships must remain strictly confidential.
- **Encourage** - Families whose scholarships are pending to start the program with the other participants.
- **What if the youth quits?** - If the youth discontinues participation in the program please return a prorated portion of the scholarship money to United Way.
- **Cancellation or Postponed Programs/Activities** – All unused scholarship funds must be returned to the United Way. Scholarship dollars are designated for a specific activity or program during a specific time, therefore cannot be used for a different purpose or same activity or program scheduled for a later date. Each child will be credited those scholarship dollars once they are returned to the United Way and can be accessed by the child within the United Way's fiscal program year.
- **Equipment** – Youth organizations are encouraged to assist scholarship families to find in-kind or used equipment. Equipment costs are covered at a rate of 50% of the cost. United Way of the Brown County Area will not fund the purchase of guns or other weapons.
- **Semi-annual Payment** – Approved scholarships for annual activities will be allocated semi-annually, August – December and January - July. Eligibility for the second payment is based on verification of continuous enrollment in the activity.
- **Communication with Scholarship Families** – Please discuss with the families the remaining costs and if the family has the ability to cover these remaining costs. It is extremely important to outline for the family, the costs that they must incur so they do not experience unexpected expenses and volunteer expectations.
- **Timeline** - The United Way Scholarship Committee meets once each month.
- **Fundraising** – If your organization requires purchasing fundraising tickets as part of your registration fee, these must be paid for by the participant. Only the cost of the actual registration fee is eligible for a scholarship.
- Youth Activities Scholarship program should not be used to cover lab fees that are required for a school credit class. Please refer to Minnesota State Statute 123B.37.

## Procedures

1. Promote the availability of scholarships through the United Way Youth Activities Scholarship Program in your promotional material, including ads, brochures and at registration. Contact us for materials and the United Way logo.
2. Have application forms available at registration. We encourage your organization to make the scholarships easily and discreetly available at registration. Applications can be obtained from the United Way office or on the United Way web site (see below).
3. Review the completed applications and have a representative from your organization sign each application, confirming the activity and equipment costs are correct and accurate. **Step 4. Organization Section** must be completed on the application.
4. Either return the application to the parent/guardian/student or return to the United Way office or mail completed application form to:  
**United Way of the Brown County Area, Inc., PO Box 476, New Ulm, MN 56073**
5. Upon approval of application, United Way will directly send a check to cover activity fees only to your organization.