



YMCA Camp Duncan Financial Assistance Packet

Summer 2024

Dear Parent and/or Guardian:

YMCA Camp Duncan of the YMCA of Metropolitan Chicago is a major provider of camping services. To ensure that all youth and families have equitable opportunities to participate in our camping programs, the YMCA provides financial assistance to those unable to pay the full amount of camping fees. Our distribution of financial aid is subject to program capacity, demonstrated need, and the YMCA's ability to fund the assistance through corporate, foundation, and individual contributions.

Eligibility for participation in our financial assistance program requires that you complete all of the enclosed forms and attach all required documents. Photocopies of these forms and documents are acceptable. Please remove your personal identifying information such as social security number and banking information from the submitted forms. Please mail or email all required forms and documents together. **Applications will not be processed in the event that the forms are not filled out correctly or we have not received all the necessary forms.** Our financial aid distribution operates on a first come first served basis.

In the event your child is eligible for financial aid, YMCA Camp Duncan staff will make every effort to honor your first choice of camp session. However, Camp Duncan reserves the right to assign session placement according to availability of capacity in each session. Camp Duncan also reserves the right to deny placement to campers who have demonstrated inappropriate behavior in previous camping sessions or those who have misused allocated scholarship funds by not attending or attending partial sessions. Please call us if you have any questions about our financial assistance program. Our office phone number is 847-546-8086.

Please closely read this entire packet for guidelines and updates to our procedures.

Thank you for choosing YMCA Camp Duncan.

Sincerely,

Bobby Thomas, Peggy Aylmer, and Morgan Holle
Camp Duncan Staff

Financial Assistance Process

In order to create a more equitable process for all campers, beginning in 2021, the following process went into effect.

- The YMCA Camp Duncan Financial Assistance Committee will review applications on a rolling basis. Because financial assistance funds are limited, we highly encourage applications to be submitted as early as possible. Once available financial assistance funds are depleted, applicants may be notified if additional funds become available.
- The YMCA Camp Duncan Financial Assistance Committee uses a standardized process to determine the financial assistance percentage. The committee reserves the right to use comments in the "Special Circumstances" narrative to alter the percentage.
- Recipients will be notified by mail and must return their acceptance or declination letter by the date indicated. If not returned within the given timeframe, you may be at risk of having funds reallocated to other families.

YMCA Camp Duncan 2024 Financial Assistance Guidelines

1. Financial assistance is calculated based upon the number of members in the household and annual household income. This includes all adults living within the household (i.e., aunts/uncles; grandparents; friends etc.). The YMCA Camp Duncan Financial Assistance Committee reserves the right to use special circumstances as a factor when determining financial assistance.
2. Financial assistance is limited to one session for Overnight Camp. Multiple sessions may be available for Day Camp.
3. Overnight Camp Financial Assistance may only be applied to one of the YMCA of Metropolitan Chicago camp locations.
4. All campers must pay at least some portion of the camp program fee, except in rare circumstances.
5. Financial assistance is for general camp programs only. Store account assistance is not available. Camp Duncan reserves the right to make exceptions to this rule.
6. Cancellation policy: If the camp session is cancelled up to 10 days prior to summer you will be refunded any dollar amount you paid over \$50.00. If you paid \$50 or less, no refund will be awarded.
7. All accounts must be paid in full four weeks prior to the start of summer camp sessions.

YMCA CAMP DUNCAN OVERNIGHT/DAY CAMP

2024 FINANCIAL ASSISTANCE APPLICATION

Please Check: Day Camp
Overnight Camp

Instructions:

1. Fill out the application and return it with required documents to: campduncan@ymcachicago.org or fax to (847) 546-3550
2. **Make sure you fill out the entire application or your application may be declined based on lack of required information.** If your application is incomplete YMCA Camp Duncan may not, nor is it obligated to contact you to seek complete information. You may apply for financial aid for up to four children in your household per application.
3. Attach the following documents. **Your application will automatically be denied if you choose not to attach the required documents listed below.**

2024 YMCA Camp Duncan Summer Camp Registration Confirmation. If your Financial Assistance award is greater than the deposit paid, you will be refunded the difference or if you decline the award, you will be refunded. Please reach out to us if this is a barrier.

Please attach copies of the following items as proof of income:

Federal Income Tax return (Form 1040, 1040a, 1040ex); Each applicant will need to submit a current tax return showing total household income and number of dependents. Income needs to be for all adults in the household regardless of relationships or varying interest in joining the YMCA.

If a Federal Income Tax return is not available, the applicant needs to provide two (2) of the following documents:

- Social Security Benefit Statement**
- A Public Aid Card**
- Free School Lunch Program document (this can be used for proof of dependents)**
- Disability Government benefit document**
- Unemployment checks (current month (4 weeks of documentation))**
- Pay stubs (current month (4 weeks of documentation))**
- Earned Income Statement**

Camper Name _____ Age _____ Birth Date _____ Lives with _____
_____ Age _____ Birth Date _____ Lives with _____
_____ Age _____ Birth Date _____ Lives with _____
_____ Age _____ Birth Date _____ Lives with _____

Head of Household's Name: _____ Primary Phone _____ - _____ - _____

Address: _____ Email: _____

City/State: _____ Zip _____

Place of Employment: _____ Work Phone _____ - _____ - _____

HOUSEHOLD MEMBERS (Excluding the scholarship applicant(s), list ALL members of your household.)

Name	Age	Relationship (spouse/other children/other adults)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOUSEHOLD INCOME/FINANCIAL INFORMATION

MONTHLY INCOME: _____

MONTHLY EXPENSES: _____

DEPOSITS AND FEE REQUIREMENTS

Except in very rare circumstances, YMCA Camp Duncan does not award recipients 100% of the camp fee and therefore if your household qualifies for financial assistance, IT IS REQUIRED THAT EACH FAMILY PAYS A PORTION OF THE CAMP FEE. Please indicate the dollar amount (*in the box below) you feel you can pay towards your child's camp fee.

\$ _____ per session, per child *

*** THIS BOX MUST BE FILLED OUT OR YOUR APPLICATION MAY NOT BE PROCESSED.**

SPECIAL CIRCUMSTANCES

Why would it be beneficial for your child or children to attend camp? Explain any special circumstances about your child or family that the scholarship committee should know when considering this application. If your household income falls above the guideline established and you feel you cannot afford to pay additional fees, please explain. Please use an additional sheet of paper if necessary.

STATEMENT BY APPLICANT

Statement by applicant: I certify that all information provided to the YMCA of Metropolitan Chicago is true. I understand that false information will make me ineligible for any participation in this organization. I understand that the decision to grant a fee adjustment is at the sole discretion of the Y's board of managers or its designee. I agree to the Financial Assistance Guidelines.

Signature of applicant: _____ **Date** _____

SCHOLARSHIP FUND

The board of directors, friends of camp, and the camp staff annually raise money for the YMCA Camp Duncan scholarship fund. Scholarship assistance is granted to those who qualify, providing funds are available. Funds are limited.

OFFICE USE ONLY

HOUSEHOLD ANNUAL INCOME

<input type="checkbox"/> Under \$7,950	<input type="checkbox"/> \$7,951 - \$10,000	<input type="checkbox"/> \$10,001 - \$15,000	<input type="checkbox"/> \$15,001 - \$20,000
<input type="checkbox"/> \$20,001-\$25,000	<input type="checkbox"/> \$25,001-\$30,000	<input type="checkbox"/> More than \$30,000 - Amount \$ _____	

Date application received: _____/_____/2024

Reviewed by: _____

Awarded by (two approvers required; one may be Exec. Dir): _____

Approved Scholarship% _____ or flat amount \$ _____

Executive Director Final Approval: _____ Date _____

IF USING TABLE SCALE

Percent Fee to be paid (fee waiver scale) _____%

Alternative reduction due to special circumstances: _____%

EXPLANATION FOR ALTERNATIVE REDUCTION GIVEN (Office Use Only)
