



Edwin M. Lee, Mayor
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Scholarship Guidelines and Frequently Asked Questions:

What is a San Francisco Recreation and Park Department Scholarship?

San Francisco Residents can request to receive financial assistance for their program registrations. Once eligible, residents can automatically receive 50% scholarships on all registrations for one year. Residents can also request 75% or 100% scholarships for individual program registrations each session by contacting the Scholarship Coordinator.

The program serves children, youth, adults, seniors, and people with disabilities.

Who can apply for a Recreation and Park Department Scholarship?

Applicants must currently live in San Francisco and be low-income.

How do I apply for scholarships?

Please visit your nearest recreation facility and pick up a scholarship application form.

Step 1: Make sure you have a Recreation & Park Family Account.

Step 2: Fill out application form completely. Incomplete forms will not be processed.

Step 3: Sign Declaration on the application form.

Step 4: Submit the scholarship application form and show verification documents to the facility staff at the recreation center or to any of our Support Service Staff at McLaren Lodge. Email, fax, or mail-in scholarship applications will not be accepted.

What is a Recreation & Park Family Account?

Members of a family household are registered clients with the San Francisco Recreation and Park Department. You can create a family account online at sfrecpark.org or fill out a family account form in person at a recreation center.

Who are considered household members?

Household members are considered "dependents" for tax purposes.

How do I find my nearest recreational facility?

Please call our Support Service Staff at (415) 831-6800 or email us at sfreconline@sfgov.org, or visit our website at sfrecpark.org

What if I cannot visit my nearest recreation facility?

Please call (415) 831-6800 to schedule an appointment to come to McLaren Lodge. Appointments are available Tuesdays and Thursdays, between the hours of 9:00 AM and 1:00 PM. Wednesdays, between 12:30 PM and 4:30 PM.

When can I expect an approval of my scholarship application?

The Scholarship Coordinator will process your application within 5 business days after receiving your application form.



How will I be notified of my scholarship status?

The scholarship coordinator will contact you by telephone or email within 24 hours (1 day) after a status determination.

What are the eligibility criteria for the 50% scholarship level?

You must have a household income equal to or less than the 200% of the current federal poverty level, as determined by the U.S. Department of Health and Human Services' Federal Poverty Guideline. Attendance is mandatory in order to maintain scholarship eligibility.

What are the eligibility criteria for the 75% scholarship level?

You must have a household income equal to or less than the 200% of the current federal poverty level, as determined by the U.S. Department of Health and Human Services' Federal Poverty Guideline. The household participants are in two or more public assistance programs: and the selected recreational program is a health and wellness program that enhances and/or supports physical fitness and mobility. 75% scholarships will be applied through the Scholarship Coordinator only and attendance is mandatory in order to maintain scholarship eligibility.

What are the eligibility criteria for the 100% scholarship levels?

You must have a household income equal to or less than the 200% of the current federal poverty level, as determined by the U.S. Department of Health and Human Services' Federal Poverty Guideline. The household participants are in two or more public assistance programs: and the scholarship recipient is either a child under the age of 18 years old or a senior citizen over the age of 65. 100% scholarships will be applied through the Scholarship Coordinator only per course and attendance is mandatory in order to maintain scholarship eligibility.

How long is my scholarship eligibility good for?

One year from the approval date.

Do I need to renew my scholarship annually?

Yes.

How is the scholarship applied to my program registration?

For 50% scholarship - You can register online or walk in to McLaren Lodge or any designated recreation center. You can also call (415) 831-6800 for all scholarship level registration. The scholarship will automatically apply if the participant is still eligible based on past attendance. No maximum on number of programs allowed.

For 75% scholarship – If you register through McLaren Lodge or through the Scholarship Coordinator, you will be registered at the 75% scholarship level. Maximum of 2 programs per person per session, any additional program will be assessed at 50% scholarship rate per program and session. You can also register online or walk in person to any designated recreation center with a 50% scholarship and pay 50%. Please contact the Scholarship Coordinator at (415) 831-2717, TTY (415) 206-1550, or email Lillian.Bautista@sfgov.org for a refund of 25%.

For 100% scholarship – If you register through McLaren Lodge or through the Scholarship Coordinator, you will be registered at the 100% scholarship level. Maximum of 2 programs per person per session, any additional program will be assessed at 50% scholarship rate per program and session. You can also register online or walk in person to any designated recreation center with a 50% scholarship and pay 50%. Please contact the Scholarship Coordinator at (415) 831-2717, TTY (415) 206-1550, or email Lillian.Bautista@sfgov.org for a refund of 50%.

What type of documents do I need to show proof of participation in public assistance programs?

A current Notice of Action letter for Medi-Cal, a current Notice of Action letter for CalWORKS, a current Notice of Action letter for Food Stamp, SSI (Supplemental Security Income) statement, Public Housing Authority lease agreement with a rent receipt, EITC or Working Families Credit receipt, and Child care subsidies or vouchers from contracted community based agencies by the SF's Dept of Children, Youth, and their Families.

What if I do not participate in the listed public assistance programs?

You will need to show income verification, such as a prior year tax returns, W-2 wages and/or self employment checks (Form 1099), current unemployment checks/paystubs to receive the 50% scholarship level only.

How can I prove my household income eligibility if I am unemployed?

We accept current unemployment check stubs and unemployment acceptance letters.

What if I do not have a prior federal income tax return?

We accept the most current year form W-2 wage and tax return statement and your current 3 months pay stubs.

How do I prove residency?

We accept current utility bills with head of household names matching their picture ID.

Do you accept PO Box Address?

No.

If my circumstances change, can I up grade my scholarship level?

Yes, provided you have documented proof.

What if I paid full price for a program and then applied for a SFRP scholarship?

If you are approved for a scholarship prior to the start date of the enrolled program(s), we will amend your family account to reflect your eligibility scholarship level.

Scholarships are not retro-active once the program begins.

What if I received a scholarship for a course and need to withdraw?

If you are a 50% or 75% scholarship recipient and withdraw from an enrolled program at least one (1) week before the course start date, then you will have to pay a withdrawal fee of \$10.00 or 20% of the cost of each withdrawn program (including extended care), whichever amount is greater. If you are a 100% scholarship recipient and withdraw from an enrolled program (including extended care), at least one (1) week before the start date, then you will have to pay \$10.00 for each withdrawal program.

If you withdraw late, less than one (1) week before the course start date, you will forfeit your scholarship for future program(s). All future scholarships and registrations will be suspended until the balance is paid in full.

Would I have to pay back my scholarship if I am found giving false information in order to get the scholarship? Yes.

How do I lose my scholarship?

1. If you do not attend at least 75% of the program meetings, your scholarship eligibility may be revoked.
2. If you have over three (3) late withdrawals within a year.
3. Failing to pay your outstanding enrollment or withdrawal fee from current and any previous years.
4. Future scholarships will not be available due to excessive absences in past and current enrolled programs

Scholarship approvals for all courses are at the discretion of the Scholarship Coordinator.

What happens if I lose my scholarship?

We will not fund your programs.

What is the waiting period to re-apply for a scholarship if I lose my scholarship eligibility within the year?

The Scholarship Coordinator has the authority to decline or reassess scholarships during the activity period.

How can I be denied of future scholarships?

1. Your total annual household income is above the 200% current federal poverty level.
2. Repeated offense of excessive or unexcused absences from previous and current enrolled programs.
3. Repeated offense of late withdrawals, (over three (3) late withdrawals within a year).
4. Failing to pay outstanding enrollment or withdrawal fee from any previous years.

What is the Scholarship Coordinator's name, phone number, and email address?

Lillian Bautista, (415) 831-2717, TTY (415) 206-1550, and Lillian.Bautista@sfgov.org

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