



# GLENVIEW PARK DISTRICT

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Park & Facility Services

Stephen J. Neill,  
Division Director of  
Recreation and Museum  
Services

Amy L. Murrin,  
Division Director of  
Special Facilities

Dear Applicant:

Please find enclosed an application for a Leisureship to assist with your family's participation in Glenview Park District programs.

It is critical that you complete the enclosed form entirely. **Information requested but left blank will delay the review process and may necessitate sending the entire application back to you for completion.**

Once a properly completed application is received, and the level of available assistance is determined, you will receive a phone call to confirm your registration and payment details. We require confirmation to proceed with your registration and will make every effort to process your request within the week.

As much as we strive to accommodate all those who request assistance, we are limited by the funds available for this program. We ask that each family evaluate the amount they can afford to contribute and indicate whether a payment plan would be helpful. If full assistance is requested, a formal interview will be arranged for the parent(s) to discuss their needs with a representative of this service.

This program is provided by a partnership between the Glenview Park District and Glenview Youth Services. Donations from local businesses and Glenview residents make this program possible. A special thank you to The Glenview Park Foundation, Glenview Bank & Trust, and Ultra-Lit Tree Company for their generous financial contributions to this program. We look forward to assisting you in whatever way possible. If you have questions regarding the process, please contact Stephen Neill at 224-521-2246.

Sincerely,

Stephen Neill  
Division Director of Recreation & Museum Services  
Glenview Park District



# GLENVIEW PARK DISTRICT LEISURESHIP APPLICATION FORM

<b>Office Use Only</b>
Date Rec'd _____
Reviewed _____
Level of Support _____ %
Initials _____

## Part I: Family Information

Family Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ for Mr./Mrs. \_\_\_\_\_

Work Phone: \_\_\_\_\_ for Mr./Mrs. \_\_\_\_\_

### List all family members living at your residence who you support:

_____	Age _____	_____	Age _____
_____	Age _____	_____	Age _____
_____	Age _____	_____	Age _____

Do you:      Own       Rent       your home?

Marital Status: Married       Divorced       Separated   
 Widowed       Single       Abandoned

Employer: (Applicant) Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Address \_\_\_\_\_ Annual Income \_\_\_\_\_

Spouse: (or Second Job) Employer \_\_\_\_\_ Position \_\_\_\_\_  
 Address \_\_\_\_\_ Annual Income \_\_\_\_\_

Have you participated in this program before? Yes       Season \_\_\_\_\_      Year \_\_\_\_\_  
 No

## Part II: Financial Information

Select other forms of assistance you are currently receiving, including family help, gifts or loans from friends, etc.

- |   |  |
|---|--|
| <input type="checkbox"/> Alimony (amount _____)         | <input type="checkbox"/> Housing Assistance (amount _____)       |
| <input type="checkbox"/> Child Support (amount _____)   | <input type="checkbox"/> School Lunch Program (amount _____)     |
| <input type="checkbox"/> Social Security (amount _____) | <input type="checkbox"/> Disability Payments (amount _____)      |
| <input type="checkbox"/> Public Aid (amount _____)      | <input type="checkbox"/> Rent/Mortgage Assistance (amount _____) |
| <input type="checkbox"/> Food Stamps (amount _____)     | <input type="checkbox"/> Utility Assistance (amount _____)       |
| <input type="checkbox"/> Other (amount _____)           | <input type="checkbox"/> Other (amount _____)                    |

**The Glenview Park District would like to acknowledge the assistance of Youth Services of Glenview/Northbrook for their professional support and the Glenview Bank and Trust for their financial assistance on behalf of the Leisureship Program.**



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<b>Office Use Only</b>	
Date Rec'd	_____
Reviewed	_____
Level of Support	_____ %
Initials	_____

### MONTHLY INCOME/EXPENSES:

Monthly Net Income: \_\_\_\_\_ (include all sources of income)

#### Monthly Expenses:

Mortgage/Rent	_____	Electricity	_____
Gas	_____	Water	_____
Phone	_____	Medical	_____
Food	_____	Other	_____
Loan Pymnt	_____	Other	_____

**Total:** \_\_\_\_\_

Indicate the amount you can pay toward these programs: \$ \_\_\_\_\_

**If you are unable to afford any level of co-payment, a personal appointment will be required.  
Contact Allison Frye at 847-724-2620.**

Would a payment plan be helpful?      Yes       No

List any other special circumstances, not mentioned elsewhere on this form, we should be made aware of when considering your application:

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#### Attach copies of all forms, as they apply:

- Most recent tax return (mandatory)
- Most recent utility bill (gas or electric)
- Photo ID/Driver's License
- Documentation of food stamps, social security, disability or public aid assistance
- Legal documents regarding divorce/court orders, support arrangements

#### Special Notes:

Attach a completed Park District Program Registration form to this application  
 Be sure all questions have been answered and all necessary documentation provided.  
 Incomplete applications or lack of documentation will result in delays and/or rejection of application.

**Return form to: Youth Services Glenview/Northbrook, 3080 West Lake Ave, Glenview, IL 60026  
 Attn: Alison Frye, Director of Programming**

I/we understand all information given will be kept confidential and will be evaluated to determine whether I/we qualify for assistance. All information requested on this form must be true and accurate. All requests for Leisureship will be evaluated by Youth Services of Glenview/Northbrook. All Leisureship awards will be based on need and the availability of funds. Applicants will receive a call to confirm registration and payment details.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **GLENVIEW PARK DISTRICT LEISURESHIP PROGRAM**

### **Purpose**

The Glenview Park District is committed to providing recreation opportunities to residents who wish to participate in Park District programs who are facing economic hardship. The Park District strives to provide assistance to those who qualify based on eligibility requirements. Applications may be obtained from the Glenview Park District's main registration desk at Park Center (2400 Chestnut Ave, Glenview) and submitted and reviewed with discretion at Youth Services of Glenview/Northbrook (3080 West Lake Ave, Glenview).

### **Application Process**

To be considered for Leisureship, applications must be completed, signed and dated and include the required documents. Incomplete applications and missing documents will delay the review of the request. Applicants **may not** register online first and have Leisureship funds awarded and applied to the account second. Applicants must apply for Leisureship at Youth Services of Glenview/Northbrook, receive the discount and then be enrolled by Glenview Park District staff. Applicants will be notified by phone once the application has been received to confirm the funds being awarded. To ensure a spot in desired program, please allow 1-2 weeks for review and approval of the application.

### **Eligibility Requirements**

Financial assistance is awarded based on residency, age and financial need as determined by Youth Services of Glenview/Northbrook.

All participants must be under the age of 17 and must be a Glenview resident.

Applicants must not be behind in paying current Leisureships.

Programs and activities must be group programs. Private lessons such as golf, tennis, figure skating, swimming, personal training, etc. are not eligible for Leisureship Program funding.

Membership fees are not eligible for the Leisureship Program including but not limited to memberships to Glenview Park Golf Club, Glenview Ice Center, Glenview Tennis Club, Park Center Health and Fitness. Pool Memberships are exempt from this restriction and are eligible for the Leisureship Program.

### **Guidelines**

A household is defined as all persons living at one residence, parent or guardian.

A year is defined as May 1 – April 30.

Leisureships are awarded as 25%, 50%, 75% or 100% discount off program registration fees, not to exceed \$500 per individual per year and a maximum of \$2,000 per household annually.

Pool Memberships are awarded 25% or 50% discount off membership fees.

Pool Memberships and summer camps do not count toward the annual max funds for the household.

Payment plans may be available under the following circumstances: an individual or household has reached their annual limit and no additional funds are available, or any individual or family who does not qualify for Leisureship at 100% level will be given the option of a 2-month or 3-month payment plan. Payment plans are determined by the funds due after the Leisureship funds are awarded.



## GLENVIEW PARK DISTRICT LEISURESHIP PROGRAM

**Pool Memberships must be paid in full by August 1 of the summer season to be eligible for future Leisureship.**

3-month payment plans will not be given after May 31.

2-month payment plans will not be given after June 30.

Pool Memberships submitted after July 1 will be given a 1-month payment plan.

Eligible participants may register for an unlimited number of summer camps, in-house and contractual, and cannot overlap.

Recipients are responsible for paying the remaining balance owed at the time of registration or through the pre-determined payment plan.

Families with an outstanding account balance, beyond final payment plan date, are not eligible for Leisureship.

Families are not eligible for a refund of Leisureship awarded funds.

If the family wishes to withdrawal from a program, the Park District must be notified by calling Tammy Suarez at 847-724-5670, **within 24 hours of the first date of the program**, in order to no longer be eligible for payment of the program. No refunds will be issued for Pool Memberships once the regular summer pool season begins.

All registration policies, procedures and refund rules apply to Leisureship recipients.

This information can be found online at [glenviewparks.org/faqs](http://glenviewparks.org/faqs) and in the park district program & camp brochures.

**I have read and understand the application process, eligibility and payment requirements for Leisureship assistance.**

Signature \_\_\_\_\_

Date \_\_\_\_\_