



Continuing Education & Tutoring Award

Quality education is the best investment in life

Dear Applicant,

Thank you for applying for an educational award through the Martis Camp Foundation. We are happy that you wish to invest in your education and/or that of a family member. Quality education is the best investment we can make. This award is available to Martis Camp Club and Martis Camp Community Association Ambassadors, and their children.

The Martis Camp Foundation has established a Continuing Education & Tutoring Award amount:

- Up to 100% of the eligible cost of continuing education and/or tutoring applied for
- Not to exceed \$3,500 per award recipient per calendar year
- Limited to three awards per family per year

Continuing Education & Tutoring Award applications can be submitted anytime before the proposed program begins. Applications are accepted quarterly with deadlines on March 1, June 1, September 1 and December 1. Submit applications either by PDF to mcf@martiscamp.com or by hard copy to the Camp Concierge at the Camp Lodge, in a sealed envelope addressed to MCF Ambassador Scholarship Committee. Applicants are notified within one month of the deadline for the quarter in which they have applied.

Following the completion of the continuing education or tutoring program, award recipients are asked to provide a brief letter or essay describing what they felt was valuable about the program and how it enhanced their education.

Please contact us with any questions. We look forward to hearing from you.

Best regards,

MCF Board

mcf@martiscamp.com



Continuing Education & Tutoring Award Application Guidelines

Definitions

***Martis Camp Ambassador:**

Any employee of Martis Camp Club or Martis Camp Community Association who has worked at least 700 hours and for a minimum of one year at the date of award application

****Annual Gross Income:**

The total of all forms of gross income, prior to deductions, including pre-tax adjustments or deductions, contributions to retirement accounts or cafeteria plans, i.e. Social Security wages per W-2 form(s), and also includes any self-employment or rental property income

Eligibility

Individuals are eligible to apply for the Continuing Education and Tutoring Award under the following conditions:

- You have been employed part-time or full-time as a Martis Camp Ambassador* for at least 700 hours and for a minimum of one year at the date of award application.
- Your combined family annual gross income** does not exceed \$158,704.

Eligible Recipients

Martis Camp Ambassadors and legal dependent children up to age 28. Ambassadors who are not parents of children they are applying for must provide documentation of legal guardianship. If the child does not reside with the Ambassador, financial information for the custodial parent will be required.

To apply for the Continuing Education & Tutoring Award, the applicant or parent/guardian:

- Must write a personal letter regarding his or her motivation to seek continuing education or tutoring. Please describe how this continuing education or tutoring opportunity will benefit you or your child. All information in your application will remain confidential.
- Must complete the attached application form.

To Submit an Application

Please submit the completed application, using the attached checklist. Your application should be submitted in time for MCF to pay tuition directly to the educational institution. In some cases, MCF will consider applications for reimbursement of payments already made to the institution if they are submitted within 30 days of program completion.

- Applications are accepted March 1, June 1, September 1 and December 1 of the calendar year. Submit applications either by PDF to mcf@martiscamp.com or by hard copy to the Camp Concierge at the Camp Lodge, in a sealed envelope addressed to MCF Ambassador Scholarship Committee.
- Applicants are notified within one month of the deadline for the quarter in which they have applied.

Program Restrictions

- The Foundation reserves the right to determine the eligibility of all programs.
- Eligible recipients may apply multiple times throughout the year, but total award amounts are not to exceed \$3,500 per calendar year.

Award Payments

Awards are paid directly to the educational institution. Please ensure that the invoice you submit has the mailing address and contact information to which the MCF should send payment.



Continuing Education & Tutoring Award Application

Name of Martis Camp Ambassador _____

Employer Martis Camp Club Martis Camp Association

Job Title _____ Department _____ Date of Hire _____

Name of Student (person to receive award) _____ Age _____

Your Relationship to Student (self, parent, guardian) _____

Applicant's Address _____

City _____ State _____ ZIP _____

Phone _____ Cell Phone _____

Email _____

Is this your first time applying for a Continuing Education & Tutoring Award? Yes No

Name of the educational institution _____

What is the cost of the continuing education/tutoring program? _____

Have you already applied for the continuing education/tutoring program? Yes No

When will you/your child start the continuing education/tutoring program? _____

Personal References:

Name _____ Email _____ Phone _____

Name _____ Email _____ Phone _____

If applicable, I request special consideration for financial assistance due to (check all that apply and include a more detailed description of your specific financial circumstances in your personal letter):

- | | |
|--|--|
| <input type="checkbox"/> Employed at multiple jobs | <input type="checkbox"/> Reduction of wages |
| <input type="checkbox"/> Household with more than two children | <input type="checkbox"/> Single income household |
| <input type="checkbox"/> Recent financial hardship | <input type="checkbox"/> Single parent |

By signing this application, I hereby certify that I understand the terms of the award and that my annual household income does not exceed \$158,704, which would make me ineligible per the terms and conditions.

I also understand that, after I complete my program, I will be asked to submit a brief letter or essay describing how the MCF Continuing Education & Tutoring Award enhanced my education.

Signature _____ Date _____



Continuing Education & Tutoring Award Application Checklist

Please use the attached checklist to complete your application process.

Applications may be submitted in English or Spanish.

Applications will remain pending until all items listed below are received by the MCF.

Incomplete applications will be closed after 30 days.

- Completed award application
- Personal letter with description of:
 - Educational goals and career path (and special needs, if any)
 - Unique financial circumstances
- Educational institution/program information (brochure, printed web page)
- Invoice from educational institution
- For awards over \$1,000, please provide income verification*

Submit applications either by PDF to mcf@martiscamp.com or by hard copy to the Camp Concierge at the Camp Lodge, in a sealed envelope addressed to MCF Ambassador Scholarship Committee.

Faxed applications or documents will not be accepted.

*Verification of income includes W-2 form(s) and the first two pages of the previous year's (if available) 1040/1040EX IRS Tax Return for the Martis Camp Ambassador and Additional Provider (if applicable) along with any Schedules for additional income. If the child does not reside with the Martis Camp Ambassador, financial information for the custodial parent(s) is required.

Any questions? Please email your questions to mcf@martiscamp.com with "Ambassador Scholarship Question" in the subject line.



Continuing Education & Tutoring Award Summary

Please keep this form and submit after completing the program

1. This award program has helped me by:

2. The most meaningful part of this award program was:

3. I will be able to enrich my community by:

4. Any additional comments:
