

Capitol Area Council Financial Application Request Form - Process

Step 1 – A need is identified

1. A financial need is identified (membership fee, uniform, camp, training, etc.) by the unit Key 3 or district/council volunteer, or the family approaches their unit
2. The unit key 3 or district/council volunteer talks with the family about their situation.
3. Together they discuss:
 - What the family can reasonably contribute.
 - What help the unit or chartered organization may be able to provide.
 - Whether additional council assistance is needed.

Step 2 – Submit the Online Application Form

The unit key 3 or a district/council volunteer or the family completes the CAC Financial Assistance Request Form. The online form collects:

- Scout or adult participant's name and contact information
- Family contact information (for youth)
- Unit and chartered organization information
- Unit key 3/district/council leader name and contact information
- Type of request (membership, uniform/handbook, camp/program, or other)
- Event or purpose (for example, "summer camp at Lost Pines, Week 4" or "uniform shirt")

Step 3 – Personal Outreach

- The completed application is sent to the CAC Financial Assistance committee.
- A trained scholarship volunteer contacts whoever filled out the form and the unit key 3 member; contact will be by phone or in person to:
 - Learn the family's Scouting interests and goals.
 - Understand financial barriers.
 - Confirm how much assistance they are asking for.

This conversation helps tailor assistance to each family's situation.

Step 4 – Review & Decision

- The CAC Financial Assistance Committee volunteer uses a rubric to inform the recommendation whether to provide help.
- Requests of one-third (typical) up to one-half (with extenuating circumstances) of total cost may be approved with the consultation of two Financial Assistance Committee volunteers.

- Larger or unusual financial assistance requests are reviewed by the full CAC Financial Assistance Committee.
- The committee aims to respond within about 10 business days of receiving a complete application and will request any needed follow-up information.

Step 5 – Notification & Disbursement

- A CAC Financial Assistance Committee volunteer notifies the family and the unit key 3 designee of the decision, including:
 - Approved amount and purpose of funds
 - Any expectations or conditions (such as participation in certain activities)
 - Instructions for how the aid will be applied
- Council does not send funds to families directly. Payments are made:
 - To the council registration system (for membership and event fees), or
 - As a credit to the unit account or Scout Shop (for uniforms, handbooks, or equipment), or
 - As a credit to the camp/program/training event budget.

Step 6 – Follow-Up

- The CAC Financial Assistance Committee invites the Scout or adult participant to share a brief thank-you note, picture, or story about how the assistance helped.
- Donor reports are prepared at least annually and use only aggregated, non-identifying information.