



CONNECTING KIDS YOUTH SCHOLARSHIP

United Way & Volunteer Services of Greater Yankton Youth Scholarship Program

Partner Organization Expectations & Procedures

EXPECTATIONS

Primary Contact – Your organization will be the primary contact for families interested in receiving a Connecting Kids Youth Scholarship.

Promotion – Participating organizations are strongly encouraged to promote the availability of Connecting Kids Youth Scholarships through registration materials, websites, social media, and program communications.

Confidentiality – Organizations will maintain the confidentiality of all scholarship applicants and recipients. Personal identifying information (PII) will not be shared with United Way as part of reimbursement requests or reporting requirements.

Communication with Scholarship Families – Please discuss with the families the remaining costs and if the family can cover these remaining costs. It is extremely important to outline the costs that families must incur so they do not experience unexpected expenses.

Stewardship of Funds – Participating organizations are entrusted to administer Connecting Kids Youth Scholarships in accordance with program guidelines and will maintain records supporting scholarship awards. To ensure responsible stewardship of donor funds, United Way may request information necessary to verify scholarship expenditures (excluding any PII). Organizations will protect applicant confidentiality and provide only the information necessary to confirm compliance.

Following Guidelines: Organizations that have participants receiving scholarships must follow the Connecting Kids Youth Scholarship Guidelines and meet these expectations, or future scholarship may be penalized.

PROCEDURES

1. Promote the availability of scholarships through the Connecting Kids program in your promotional material, including ads and brochures. The UW team will be happy to provide a logo, if desired.
2. Have scholarship application forms available during registration. We encourage your organization to make the scholarships easily and discreetly available at registration. Organizations are encouraged to use a format that best suits your needs. There is a template available on UW's website if desired.
www.yanktonunitedway.org/nonprofitpartnerresources.
3. Once applications are complete, please have parents/guardians return applications to your organization.
4. Review applications and have a representative from your organization sign each application, confirming the activity costs are accurate.
5. Submit a reimbursement request to United Way by either the 15th or last day of each month, and United Way will issue reimbursements on the 5th and 20th via ACH or check, depending on your organization's selection on the application. Reimbursement requests will be submitted via Google Forms at the following link: [Connecting Kids Youth Scholarship – Agency Request](#).

CONTACT INFO:

United Way & Volunteer Services of Greater Yankton
920 Broadway Ave, Ste. 1
Yankton, SD 57078
(605-665-6766)

Jesse Bailey, Executive Director
jesse.b@yanktonunitedway.org

Betsy Semmler, Resource Development Director
Betsy.s@yanktonunitedway.org

Office Hours: Monday-Friday 8:30am – 5:00pm