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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Niki Wendt, Recreation Manager

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TO: Parks & Recreation Committee

FROM: Niki Wendt, Recreation Manager

DATE: December 4, 2018

RE: Action: Request Approval of Updated Recreation Program Fee Waiver Policy

The Parks, Recreation & Facilities Management Department along with the City Attorney's Office have updated the Recreation Fee Waiver Policy.

Outside of cleaning up some of the language to replace the term coupon with punchcard the main change to the policy falls under eligible activities and the family punchcards. In the past the fee waiver applicant and their family members were offered punchcards with their application. In essence, each household member of the applicant would be offered a punchcard with 12 admissions. So for a family of five we would be issuing 60 free admissions. The number of families taking advantage of this increased significantly and it is the recommendation of the staff to create a "family punchcard" good for fifteen (15) pool admissions to be used as the family sees fit.

Another change was made to the eligibility noting how we verify their status of being on the free or reduced lunch program by presenting their letter from the Appleton Area School District (AASD). If their child(ren) do not attend AASD the policy outlines the forms they can present for their qualifications.

Please contact me at 832-3925 or niki.wendt@appleton.org with any questions.