

Fox Valley Walk to Emmaus

Wisconsin, usa



Policy and Procedure for Requesting and Approving Scholarships for Pilgrims and/or Team Members

A special savings account has been established to provide scholarships for those who can't afford to bear all, or part of the cost associated with attending a Three-Day Week End Walk to Emmaus. It is the position of the Board of Fox Valley Walk to Emmaus that no person should be denied God's call to serve or to attend a Walk to Emmaus solely due to financial circumstances. With that as an understanding, these procedures have been written, voted upon and approved by the entire Board of The Fox Valley Walk to Emmaus Community.

1. It is the responsibility of the Week End Lay Director and of the Sponsors to explain fully to the prospective Pilgrim or Team member the costs associated with the Walk. Explanation of cost of the Walk should occur when the prospective Pilgrim is approached by a Community Member or during the Team Selection process in the case of a Team Member. It is expected that costs associated with the walk are born by the Pilgrim and/or Team Member. There have been some Sponsors or Lay Directors who have paid the fee of the Walk for their Pilgrim or Team Member, but this is done at the discretion of the Sponsor or Lay Director and is not a requirement of Sponsorship or of a Lay Director. At no time should any community member offer a Scholarship as an incentive to persuade anyone to either attend a Walk or to serve on Team. Anyone attending the Walk in any capacity is doing so as a response to God's call and should never be coerced.
2. Prior to consideration of a Scholarship request, the registration fee (specific amount published prior to start of registration for the Walks) is to have been received from either the Pilgrim or the Team Member. This is a nominal fee which covers certain costs associated with registration and camp requirements for down payments when booking their facility for the Walk. These payments may be made by cash, check or credit card processing through our secure third-party vendor. The registration fee should always accompany the Pilgrim Application or be paid by the Team Member at the first Training Session prior to the Walk. A Pilgrim is not considered to be completely registered without the necessary registration fee having been received.

To be considered for a scholarship, it is the responsibility of either the Sponsor or Week End Lay Director to make a request to the Officers of the Board of Directors of the Fox Valley Walk to Emmaus and the Spiritual Director as soon as it is known, but no later than two weeks prior to the start of the Walk. (Special requests after the two-week cut off date can be, in very rare circumstances, be given.) All requests are to be made in writing either via USPS or Email and sent to the community Lay Director with copies sent to the Community Spiritual Director, Assistant Community Lay Director, Treasurer and Secretary. A specific amount being requested must be shown in writing along with a brief explanation for the request. The Sponsor or Week End Lay Director should never divulge any information given in confidence, but a reasonable explanation is expected for the request to be approved. An explanation of "he/she just needs it" is not enough.

3. Scholarship requests are to be voted upon by the Officers of the Board of Directors and the Spiritual Director before or after any Board of Directors meeting prior to the beginning of the Walk. Requests received by the Community Lay Director or Spiritual Director after the last Board of Directors meeting prior to the Walk may be voted upon via Email as a Special Officers Meeting and incorporated into the minutes of the next regularly scheduled Board Meeting. When the vote to approve Scholarships is incorporated into the Minutes, only the amounts approved are to be shown without mention of names of Pilgrims and/or Team Members being recorded. This is so to respect the privacy of those being awarded a Scholarship. The Treasurer, when preparing monthly reports, will show the names of Scholarship recipients in the Official Financial Detail but names will be blacked out when copies are distributed to the entire board.
4. In the unlikely event that the scholarship fund would become insufficient to cover requested scholarships, the Treasurer may move excess funds from other operating accounts to fulfill the amount needed with approval of the Officers of the Board.