BCAP Summer Camp 2023

How to Apply for Financial Aid

Thank you for your interest in BCAP Summer Camp! We are happy to offer 50% of our families with financial aid on a sliding scale. Please take a moment to carefully read these instructions. Spots in camp are reserved on a first come, first served basis once ALL steps below are complete. Feel free to contact us with any questions.

1) **MAKE AN ACCOUNT** (OR LOG IN TO AN EXISTING ACCOUNT)

Click the green "**Register / Log In**" button on our website: www.bklynlibrary.org/bcap/register. This will take you to our CampSite registration page. If you already have an account, just log on and click "enroll" at the top to begin registration. If you are new, create an account, add your children's names, and click "enroll" at the top to begin registration.

2) **START YOUR APPLICATION & CHOOSE YOUR DATES**

After you have completed the basic contact information, CampSite will have you select ONE two-week session date. Choose a session **WITH** financial aid.

3) **COMPLETE ALL ONLINE DOCUMENTS**

CampSite will lead you through a series of online documents you need to fill out for each child. Please complete the forms thoroughly and accurately. This will take about 10 minutes.

UPLOAD INCOME VERIFICATION DOCUMENT

You will see a document called "Upload Income Verification Document." Please upload the **first page of your 2022 federal income tax form 1040**, which lists your gross household income and number of dependents. (Scan, save as pdf, then upload. Or take a <u>clear</u> photo with your phone and upload.) See the list below of alternate documents if your 2022 taxes are not available.

INCOME VERIFICATION DOCUMENTS

Required, if applicable:

2022 federal income tax form 1040, first page

If your 2022 taxes are not complete:

2021 federal income tax form 1040 will be accepted

as a temporary placeholder until you can send the 2022 form

If you do not file taxes, please upload one or more of the documents below:

Benefits/Award Letter for Public Assistance, Nutrition Assistance, Medical Assistance,

Social Security, Unemployment, Disability, and/or Child Support

*We cannot accept W-2's or pay stubs.

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4) PAY $20 DEPOSIT

CampSite will take you through the final pages of the registration process, and you will **pay a $20 deposit** online to complete your application. The deposit will count toward your overall camp payment. (**Your financial aid award has not yet been applied. Do not make any other payment at this time.** However, you can select a payment plan for later payments.) Check your email for a confirmation.

Online debit/credit card payment is preferred, but checks or money orders will also be accepted. Please notify the BCAP office if you will be paying with one of these methods. Make check/money order out to "**Brooklyn Public Library**" and mail or drop off to BPL Central Library Youth Wing. (No cash. No checks to "BCAP.")

5) WE WILL EMAIL YOU A FINANCIAL AID AWARD OFFER

Once your online application is complete and you have uploaded an income verification document, a BCAP representative will calculate your award offer and email you within 3 business days. **If you don't receive an email, please call or email to check in.**   If you do not wish to accept the award, please reply to inform us.

6) PAY YOUR BALANCE BY JUNE 1st

Log on to **pay the balance online** now, or confirm your online payment plan. If paying by check/money order, postmark by May 20th or deliver by noon on June 1st. Make out to "**Brooklyn Public Library**." (No cash. No checks to "BCAP.")

9) FINAL STEPS: Upload Physician Exam & Immunization Record, complete any final payments, and make any final changes to your online documents no later than **June 1st**. Save the dates of your two-week camp session, and read the *Family Handbook* on our FAQ page, which contains all the details you need to know about camp!

IMPORTANT NOTES

- **EMAIL:** Check your email immediately for a confirmation after you apply. If you do not see it, check your junk mail. If you still do not see it, please email us. Be sure to check your email regularly for important updates leading up to camp.

- **APPLICATION DEADLINE**: Camp typically starts filling up by mid-March, and spots are reserved on a first come, first served basis once steps 1-4 above are complete. Please complete ALL of the steps above in a timely fashion to hold your spot in camp!

- **PHYSICIAN EXAM & IMMUNIZATION RECORD and FINAL PAYMENTS** Due JUNE 1st

Physician Exam & Immunization Record: Please upload a copy of your child's annual school physical and immunization record. It must be less than a year old at the time of camp. Instructions will be sent to your email. Final payments and any changes to your online documents are also due June 1st.

REGISTRATION CONTACT INFO

BCAP c/o Leah Golubchick
Brooklyn Public Library, 10 Grand Army Plaza, Brooklyn, NY 11238

Email: bcap@bklynlibrary.org   **Fax:** (718) 230-2039   **Call:** (718) 230-2753

Office Drop-Off:
Go to the Youth Wing desk at BPL Central Library and ask the librarian to call the BCAP office. If we're not in, the librarian can leave your document in the BCAP mailbox.
If you would like to schedule an appointment, please call or email in advance.