



16 Steps to complete Summer Camp Scholarship Application

Step 1 Log in to Youth Services Department website:
www.pbcgov.com/youthservices/Pages/Summer_Camp.aspx

Step 2 Click on Parent Application

Parent Application
Click Here

Step 3 Click **Register** (on top right side of screen)

Step 4 Choose **“Parent”**

Step 5 Complete an **External User Registration** and save

Step 6 Login in with your **User Name (email address)** and **Password**

Step 7 Click

+Create Current Year

Step 8 Complete the **Head of Household Info**

Step 9 Add member in the household by Clicking:

+Add New Member

Step 10 Add additional Family Members by clicking

+Additional Family Member

Step 11 Add your child as the camper by clicking:

+Add New Camper

Select **CHILD** from “Member” drop down box and complete the information for **EACH** Child you want to receive a scholarship for!

Step 12 Complete all applicable **INCOME INFO**

Step 13 **ATTACHMENTS***:

- a. Copy of Proof of Palm Beach County Residency
- b. Copy of Photo ID
- c. Copy of Income
- d. Copy of child(ren) birth certificate

*Attachments can be in the form of a picture or scanned document.

Step 14 Review Release Form

Step 15 Complete Checklist

Step 16 Sign electronically and submit