

SD 42 PROCEDURE: 4435.1

SCHOLARSHIPS, BURSARIES AND STUDENT AWARDS

STUDENT FINANCIAL AWARDS

Many organizations and individuals in Maple Ridge and Pitt Meadows sponsor scholarships, bursaries and awards that benefit students in School District No. 42.

This procedure outlines the steps involved in the vetting, setting up, and advertising of all such scholarships, bursaries and awards, regardless of their origin.

ROLES AND RESPONSIBILITIES

School District No. 42 New Award Application Review Team

- Provide overall direction
- Review and approve new award applications

School District No. 42 Finance

- Prepare annual financial status of all awards
- Pay awards to recipients
- Distribute T4As to award recipients
- Issue Tax Receipts to Award Donors

School District No. 42 District Education Office

- Prepare Awards book and administer awards selection process

School District No. 42 Donor Relations

- Confirm award information and financial commitment from donors on an annual basis
- Coordinate procedure for new awards; set criteria/details of award with donor
- Prepare contract between donor and School District No. 42

DISTRICT SCHOLARSHIP TEAM

New Award Application

Review Team: Superintendent, Secretary Treasurer and Executive Assistant to Superintendent or designates

Finance: Assistant Secretary Treasurer or designate

Awards Book/Selection: Superintendent of Schools and District Selection Committee *

Donor Relations: Superintendent of Schools, Executive Assistant to Superintendent and Finance Department designate

Clerical Administration: Executive Assistant to the Superintendent of Schools

***DISTRICT SELECTION COMMITTEE:**

Chair: Superintendent of Schools
MRPVPA: Three (3) Principals or Vice-Principals
MRTA: One (1) Teacher Representative
CUPE: One (1) Support Staff or Education Assistant
French Language: District Person Responsible for Program

ROLES AND RESPONSIBILITIES OF DISTRICT SELECTION COMMITTEE

1. The District Selection Committee will receive all applications, review and select the recipients of all awards that are included in the School District No. 42 awards book, with the exception of the Ministry of Education awards, which will be selected by the individual School Selection Committees and forwarded to the District Selection Committee.
2. Select award winners based on the merits of the students applying for them and the eligibility criteria established by the award donor.
3. The approach of the selection committee, is to recognize as many of the outstanding accomplishments of as many students from SD42 that meet the criteria set out in the award description, in cases where a student may meet the criteria of a number of awards, prior to awarding multiple awards to a single student, the selection committee will ensure that all applicants demonstrating outstanding accomplishment in meeting the criteria are considered.
 - If the accomplishments of a student are of such an outstanding nature as to set them significantly apart from all other's in meeting the criteria than the committee shall award accordingly.

PROCEDURE FOR NEW AWARD APPLICATIONS

1. A donor interested in offering an award contacts School District No. 42.
2. All donor applicants are referred to Donor Relations who will gather preliminary information regarding the proposed award.
3. This information is forwarded to the New Award Application Review Team for vetting to ensure the award aligns with the beliefs and values of School District No. 42 and is deemed appropriate for the School District No. 42 awards book.
4. Once concerns have been addressed, a contract is prepared and signed with the Donor and forwarded to the Finance Department/Donor Relations.

PROCEDURE FOR AWARDS TO BE INCLUDED IN SCHOOL DISTRICT NO. 42 SCHOLARSHIP BOOK

1. Donor Relations must have the contract and donor funding in place to include the award in the School District No. 42 awards booklet.

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