

SD42 PROCEDURE: 4435.1

SCHOLARSHIPS, BURSARIES, AND AWARDS FOR STUDENTS

STUDENT FINANCIAL AWARDS

The School District benefits from a wide range of scholarships, bursaries, and awards by individuals and organizations in Maple Ridge and Pitt Meadows which are published in the District Student Financial Awards Book (referred to hereafter as the Awards Book) annually from December to August on the district website at <https://scholarships.sd42.ca>.

This procedure outlines the responsibilities and processes for reviewing, establishing, and administering these financial awards, regardless of their origin.

ROLES AND RESPONSIBILITIES

New Award Application Review Team

- Provides overall direction
- Reviews and approves new award applications from potential donors

Finance Department

- Prepares annual financial status of all awards
- Issues payments to award recipients
- Distributes T4As to award recipients
- Issues tax receipts to donors

Superintendent's Office

- Prepares the Awards Book and administers the selection process
- Confirms award information and donor financial commitments annually
- Coordinates the procedure for new awards and sets criteria with donors
- Prepares contracts between donors and the School District
- Prepares and submits [District/Authority scholarship](#) selections to the Ministry of Education and Child Care

District Scholarship Team

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| • New Award Application Review Team: | Superintendent, Secretary Treasurer and Manager, Executive Support Services (or designates) |
| • Finance: | Assistant Secretary Treasurer (or designate) |
| • Awards Book/Selection: | Superintendent (or designate) & District Selection Committee |
| • Donor Relations: | Superintendent and Manager, Executive Support Services |
| • Clerical Administration: | Manager, Executive Support Services |

District Selection Committee

Membership:

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

Responsibilities:

1. Receives and reviews applications
2. Selects the recipients of category A awards listed in the Awards Book.
3. Prioritizes recognizing a broad range of student achievements by awarding as many students as possible before granting multiple awards to any one individual.
4. If a student's accomplishments are exceptionally outstanding and clearly surpass others, the committee may award accordingly.

School Awards Selection Committee

Membership:

Each secondary school, alternate secondary school and continuing education will have a School Awards Selection Committee and it should include the school principal, vice principals, counsellors, and other staff as appropriate.

Responsibilities:

1. Receives and reviews applications for school-level bursaries (funded through school-based funds) and community awards identified as category B awards in the Awards Book.
2. The principal ensures award recipients are selected in accordance with the award criteria.
3. Completes and submits their selections to the Superintendent's Office prior to the District Selection Committee meeting.

PROCEDURE FOR NEW AWARD APPLICATIONS

1. Donors interested in offering an award contact the Superintendent's Office.
2. The New Award Application Review Team gathers preliminary information regarding the proposed award.
3. The proposed award is vetted to ensure alignment with the School District's values, and appropriateness for inclusion in the Awards Book.
4. If approved and the School District will hold the funds, a contract is prepared, signed and forwarded to the Finance Department.

PROCEDURE FOR INCLUSION OF AWARDS IN THE AWARDS BOOK

The Superintendent's Office ensures that both the contract and donor funding are in place before including the award in the Awards Book.

APPROVED: June 16, 2016

UPDATED: July 7, 2025