

SD42 PROCEDURE 4435

SCHOLARSHIPS, BURSARIES, AND AWARDS

PURPOSE

The school district benefits from scholarships, bursaries, and awards provided by individuals and organizations in Maple Ridge and Pitt Meadows. Available awards are published in the District Student Financial Awards Book (Awards Book) annually from December to August on the school district website at <https://scholarships.sd42.ca>.

This procedure establishes the responsibilities and processes for reviewing, establishing, selecting, and administering student scholarships, bursaries, and awards, regardless of their source.

DEFINITIONS

Award: A monetary or other benefit presented to a student in recognition of qualities or performance identified by the donor, including academic achievement, volunteer service, community involvement, leadership, or financial need.

Bursary: A monetary benefit presented to a student based on demonstrated financial need and at least satisfactory academic standing. Additional selection criteria may also apply.

Scholarship: A monetary benefit presented to a student in recognition of academic achievement and may also recognize financial need or other qualities or performance identified by the donor, including volunteer service, community involvement, or leadership.

In this procedure, 'award' is also used as a general term for scholarships, bursaries, and other student awards.

RESPONSIBILITY AND DELEGATION

The Superintendent of Schools is responsible for the administration of this procedure and may delegate operational responsibilities to qualified employees.

The Secretary Treasurer is responsible for ensuring the appropriate financial administration of scholarship, bursary, and award funds and may delegate operational responsibilities to qualified employees.

ROLES AND RESPONSIBILITIES

New Award Application Review Team

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

Finance Department

- Prepares an annual financial status report for all awards
- Issues payments to award recipients
- Issues required tax information slips to award recipients
- Issues tax receipts to donors, where applicable

Superintendent's Office

- Prepares the Awards Book and administers the selection process
- Confirms award information and donor financial commitments annually
- Coordinates the process for establishing new awards and develops award criteria with donors
- Prepares agreements between donors and the school district
- Prepares and submits [District/Authority Scholarship](#) selections to the Ministry of Education and Child Care

District Scholarship Team

- 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 principals or vice-principals
- MRTA: One teacher representative
- CUPE: One CUPE representative
- French Language: District employee responsible for program

Responsibilities:

1. Receives and reviews applications
2. Selects the recipients of category A awards listed in the Awards Book.
3. Prioritizes recognition of a broad range of student achievement by awarding as many students as possible before granting multiple awards to one student.
4. May grant multiple awards to a student where the student's accomplishments are exceptional and clearly surpass those of other applicants.

School Awards Selection Committee

Membership:

- Each secondary school, alternate secondary school, and continuing education program shall establish a School Awards Selection Committee that includes the principal, vice-principals, counsellors, and other employees 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 shall ensure that recipients are selected in accordance with the applicable award criteria.

3. Completes and submits selections to the Superintendent's Office before the District Selection Committee meeting.

SCHOOL DISTRICT-FUNDED SCHOLARSHIPS, BURSARIES, AND AWARDS

Each year, the Board establishes an operating funding allocation to support a school district-funded award for one graduate from each secondary school. The District Selection Committee shall administer these funds and select recipients.

Unless otherwise established by the Board or the applicable award criteria, an applicant for a school district-funded award must:

- be a member of the graduating Grade 12 class of a school district secondary school;
- ordinarily reside in British Columbia;
- have a Social Insurance Number where required for award administration;
- demonstrate academic achievement;
- demonstrate non-academic qualities or performance, which may include volunteer service, community involvement, leadership, or financial need; and
- be enrolled in a post-secondary institution when the award is claimed.

SCHOLARSHIP FUND ADMINISTRATION

A scholarship fund may be established through donations or money allocated by the Board for that purpose.

Scholarship funds shall be held and administered by the school district through the Superintendent of Schools and Secretary Treasurer or their designates.

Unless otherwise stated by the donor or the applicable award criteria, awards from scholarship funds administered by the school district shall:

- be available to students in the graduating Grade 12 class of a secondary school who ordinarily reside in British Columbia;
- support students pursuing post-secondary studies; and
- supplement rather than cover the full cost of a year of study.

The criteria for a new scholarship fund shall be consistent with applicable school district requirements and provincial guidelines and documented in a scholarship agreement or equivalent donor agreement.

NEW AWARD APPLICATIONS

- Donors interested in offering an award shall contact the Superintendent's Office.
- The New Award Application Review Team shall gather preliminary information about the proposed award.
- The proposed award shall be reviewed for alignment with the school district's values and suitability for inclusion in the Awards Book.
- If the proposed award is approved and the school district will hold the funds, an agreement shall be prepared, signed, and forwarded to the Finance Department.

INCLUSION OF AWARDS IN THE AWARDS BOOK

The Superintendent's Office shall confirm that the required agreement and donor funding are in place before including an award in the Awards Book.

RECORDS AND RETENTION

Agreements, donor records, applications, selection records, payment records, and related documentation shall be retained in accordance with the school district's records retention requirements and applicable privacy requirements.

APPROVED: June 16, 2016

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