



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

Policy: Recreation, Culture & Airpark Services – Bursary Policy

Date Issued: May 26, 2020

Date Amended:

Approved by:

PURPOSE

This policy provides guidelines for awarding two annual Recreation, Culture, and Airpark Services bursaries following set criteria and local government financial expectations to students in School District 78 Fraser-Cascade.

GENERAL INFORMATION

Each year, the Recreation, Culture and Airpark Services (RCAS) Commission provides \$1,000 bursaries (pending annual budget approval) to a grade 12 graduating student at Hope Secondary School and Boston Bar Elementary-Secondary School. Applicants apply through the school as is the process with other bursaries awarded in the community. Their submission includes a general letter explaining their intent to pursue post-secondary education, their chosen field of study, their community involvement, and an explanation of how the funding award would help them pursue their educational plan.

Accompanying the letter, students also submit a transcript of their grades and any letters of recommendation. Preference is given to students entering a recreation or health-related field of study and who have demonstrated community involvement outside of school programming.

Every year, the RCAS Commission will appoint a Bursary Committee to evaluate the applications and provide a recommendation for consideration to the RCAS Commission.

POLICY

1. Bursary Program
 - 1.1. The Commission will consider the inclusion of two \$1,000 bursaries during the annual budget planning process and make a recommendation to the Board for acceptance into the yearly financial plan;
 - 1.2. Funding for the Hope Secondary School bursary shall be allocated from budget/account code 10-2-709-2340 representing the service area that funds recreational services provided at both the arena and aquatic centre and funding for the Boston Bar Elementary-Secondary School bursary shall be allocated from budget/account code 10-2-711-2340 representing the service area that funds Almer Carlson swimming pool;
 - 1.3. The RCAS Commission will appoint an annual Bursary Committee before the end of March each year consisting of 4 members (One Commission representative from each of Electoral

Area A, Electoral Area B, and the District of Hope and one RCAS exempt staff member) to adjudicate the student applications;

- 1.4. In the case where there are no applications or students that qualify from a particular school, it is not necessary to have participation on the Bursary Committee from the area representing that particular school.
 - 1.5. In the case where there are limited qualifying graduates (for example one or two), the school administrative staff may instead provide a direct recommendation instead of forwarding the standard applications. In this case, it is not necessary to have participation on the Bursary Committee from the area representing that particular school.
 - 1.6. The Bursary Committee will receive the student applications from the school administrative staff before the end of March each year.
 - 1.7. The Bursary Committee will adjudicate the student applications based on the following criteria and weighting:
 - [30%] Preference will be given to a student entering one of the following fields of study:
 - a recreation-related field (for example recreation and leisure studies, fitness, sports psychology, physical education); or
 - a health-related field (for example kinesiology, physiotherapy, nursing, medical, dental, pharmaceutical, dietetics);
 - [30%] Community involvement outside of school programming;
 - [15%] Academic achievement;
 - [15%] Quality of application;
 - [10%] Financial need.
 - 1.8. The criteria listed in Section 1.7 are not mandatory but are provided for adjudicating multiple applications if received. If limited applications are received, or if a direct recommendation is provided by a school due to limited qualifying students, the Commission may still consider these students for the award of the bursary.
 - 1.9. The individual rankings of members of the Bursary Committee will be averaged and from the results the Bursary Committee will recommend a successful candidate and an alternate to the Commission for each bursary;
 - 1.10. It will be at the discretion of the Committee if they wish to make a recommendation to split the bursary and offer it to two students at \$500 each;
 - 1.11. The Commission will consider the Bursary Committee's recommendation and if in agreement, will formalize the recommendation, through resolution, to the Fraser Valley Regional District Board for approval before the end of May each year.
 - 1.12. The bursaries shall be provided upon receipt of proof of registration at a post-secondary institution;
 - 1.13. Each student recipient must redeem the bursary in the first semester following graduation (before December 31 of the year it is awarded).
 - 1.14. If the Commission is provided with the opportunity to present the bursary certificate at a school's annual awards ceremony then the elected member of the Commission representing the region where the student resides shall first be given the opportunity. If they are not available then the Chair of the Commission shall designate an available Commission member.
2. Applicant Requirements
- 2.1. At a minimum, must be a resident of the District of Hope, Electoral Area A or Electoral Area B for the current school year of their application;
 - 2.2. Apply for the bursary by the annual deadline supplied by their schools;
 - 2.3. Must be a Canadian Citizen, permanent resident or have refugee status;
 - 2.4. Must be a Hope Secondary School or Boston Bar Elementary-Secondary School grade 12

- student graduating in the year of their application;
- 2.5. Preference is given to students attending post-secondary school within BC;
- 2.6. No member of the RCAS Committee, the FVRD Board or the Bursary Committee can benefit in any way from the award of the bursary and therefore family members of the Committee or FVRD Board will not be considered in the applicant pool. Family members would include children, grandchildren, siblings, nieces, or nephews, whether by blood, adoption, or marriage.

3. Application Process

- 3.1. Applicants shall apply through Hope Secondary School or the Boston Bar Elementary-Secondary School as is the process with other high school bursaries awarded in those communities;
- 3.2. Applicants shall submit the following:
 - School provided general application form (if the school provides one);
 - A cover letter that at a minimum explains their intent to pursue post-secondary education, their chosen field of study, their community involvement, their financial need, and an explanation of how the funding award would help them pursue their educational plan;
 - A resume (if required by the school);
 - A current report card or copy of their transcript; and
 - Any letters of recommendation.
- 3.3. In the case where there are limited qualifying graduates (for example one or two), the school administrative staff may instead provide a direct recommendation instead of forwarding the standard applications.