

## **POLICY & PROCEDURES POPPY TRUST BURSARY PROGRAM**

### **POLICY**

#### **Purpose of the Program**

Branch 638 shall, each year, offer a Poppy Trust Bursary Program for qualified students which generally conforms to Ontario Command's Policy as set out in the General By-laws.

The Branch 638 Bursary Program is designed to assist students entering or continuing their post-secondary education, including courses and programs of a technical and vocational nature, outside of and beyond secondary school. Approved bursary assistance is not based upon scholastic standing but rather on the successful admission status to a post-secondary institution or successful completion of one or more years leading to a recognized degree, diploma or certificate.

Students applying for assistance may be granted a bursary based on documented need at a rate determined by the Branch Bursary Committee. Indentured apprentices may apply for assistance for the purchase of tools and instruments.

#### **Administration of the Program**

The program is administered by the Branch Bursary Committee which reports to the Executive Committee through the assigned Vice-President.

The Branch Committee shall consist of: a Chairperson; a representative of the Poppy Trust Fund Committee; a representative of the Youth Education Committee; and, one other Branch member at discretion, with power to add.

The Bursary Program shall be designed and structured so that the bursaries may be awarded on a suitable occasion at the end of the school year in the calendar year following the poppy campaign.

#### **Eligibility**

Bursaries may be granted to children, grandchildren and great grandchildren of any of the listed below:

1. Any person who is serving or who has honourably served in the Canadian Forces;
2. Merchant Navy personnel who are eligible for and who have been awarded campaign stars or decorations, and their dependents who are in need of assistance;
3. Ex-service personnel of commonwealth countries, other than Canada and of allied countries, resident in Canada;
4. Applicants who have graduated from or reside in the Kanata area are given priority in the application process. Consideration is given to students who do not reside in the Kanata area, who are related to Branch or Branch Ladies' Auxiliary members, on the condition that funding is available within the General Meeting approved allocation of Poppy Trust Funds;
5. Applicants must also commit to participating in our Poppy Campaign and volunteer for a two hour shift or provide a suitable surrogate.

## PROCEDURES

### Responsibilities of the Applicant

1. Ensure that all required information and endorsements are included with the application form without which it will not be considered.
2. Ensure the application is submitted by the stated due date.
3. Complete and mail or deliver the completed application directly to the Legion offices marked "Attention – Bursary Committee".
4. Provide proof that the applicant resides in Kanata. Suitable proof includes a driver's licence or correspondence with the applicant's name and address from any Federal, Provincial or Municipal agency.
5. Provide proof of acceptance to and of tuition paid from the post-secondary institution.  
NOTE: Bursary cheques to be cashed will require signatures from the applicant and the institution. If both firm acceptance and proof of payment are not available at the time of selection of candidates, the bursaries will be awarded conditional upon receipt of both proofs.

### Responsibilities of the Bursary Committee

1. Keep current on the criteria necessary to be eligible to apply and be familiar with and have available the application packages.
2. Advise applicants of their eligibility to apply.
3. Advise applicants of deadline date.
4. Advise applicants that the decision of Branch 638 is final and may not be appealed.
5. Process completed applications in a timely manner in accordance with Ontario Command and Branch instructions.
6. Keep applicants informed of the progress of their applications and the final results.
7. Complete Branch procedures for the issuing of bursary cheques in accordance with Poppy Trust Fund regulations.
8. Arrange for the bursary letters to be presented to the successful applicants in appropriate ceremonies.

### Annex A Bursary Application Form

  
Policy and Procedures

  
Branch President