

RCL Branch 594 Policies and Procedures

Bursaries Committee (Tab 20)

General

1. There are two major bursaries that are available each year to qualified applicants: The Provincial Bursaries and the Branch Bursaries. As you will see in this policy and procedure document, the Branch has little to do with the Provincial Bursaries, but the Branch Bursaries are controlled by the Branch with the direction from the Poppy manual.

Committee

2. The Branch Committee is normally set up with the following members of the Committee:
- a. **Chair:** The Chair will be appointed by the President and approved by the Executive Committee and normally either will be the Youth and Education Chair or the Poppy Chair from Branch 594.
 - b. **Deputy Chair:** this position can be filled by anyone who is a member of the branch, but again normally would either be the Youth Chair or the Poppy Chair (whoever did not fill the Chair slot).
 - c. **Secretary:** to take Minutes should be appointed by one of the Committee members;
 - d. It is recommended that the Treasurer sit on this Committee;
 - e. Another member could be added but must be a member in our Branch; and
 - f. If possible one of the members should be an ordinary member.

Policy and Procedures for the Provincial Bursaries

3. The details of the Provincial Bursaries are found in the Provincial By-laws and will not be covered here. Suffice it to say that there are detailed policies on who can apply, how they will be judged and on their provincial form, what needs to be provided. Their form is more detailed, and the applicant must have all the details filled out.

4. **Branch Procedures for Provincial Bursaries:** Our procedures are simple and covered below:

- a. **Application Forms:** we can assist any Branch member or veteran who requests how to get an application by referring them to the correct Provincial site to print it off, or a Committee member can print off an application and have the applicant pick it up. We can provide some general guidance, if the applicant has questions, but we are not responsible for filling it out.
- b. **Verification of Applicant's Membership:** before the applicant can forward their application, they must come into the Branch and get it signed by either the President, Secretary, or the Membership Chair. They are only signing to verify that they are an Ordinary or Associate member, or that an Ordinary or Associate member is sponsoring the

applicant. We do not keep a copy of their application and it is totally their responsibility to send it in the mail. The applications must be submitted by the last Friday in March.

RCL Branch 594 Policies for Bursaries

5. The Membership has approved the following policies for our Branch Bursaries:
 - a. Bursaries are for post-secondary education at approved University, College, Vocational or Apprenticeship institutions.
 - b. The Bursaries will be funded by the Poppy Fund.
 - c. The maximum amount that will be given out in one year is \$20,000. This amount will only be used if there is enough money in the Poppy Fund to support bursaries and all other initiatives that the Poppy Committee must focus on and ensure that a reserve is available to support Veterans and their families on a need basis.
 - d. The Bursaries are \$750 per successful applicant.
 - e. The Bursary will initially be awarded based on financial needs, as determined by the Committee. However, any other qualified applicant can also receive a bursary if there are enough funds and recommended by the Committee.

Yearly Procedures for the Branch Committee:

6. These are the procedures that will be followed each year:
 - a. The Committee will initially meet in May and determine how much funds are available and how many bursaries could be awarded.
 - b. They will review the application form (see attached) and determine whether there needs to be any changes on the form based on new policies and procedures.
 - c. They will ensure that the application forms are available as of 1 June of that year and that they must be completed and sent into the Branch by NLT the end of the first week in July.
 - d. The Committee will then meet by NLT mid-July to review applications and determine what applicants are eligible and will receive a bursary.
 - e. The Committee will then brief the President, followed by briefing the Executive at their monthly meeting in July for final approval.
 - f. The Committee will then set up a date in August, normally just before the Monthly Executive meeting, to present the bursaries to the applicants.
 - g. The Committee will contact the applicants by letter about their acceptance and the date that they will receive their bursary.
 - h. The Committee will ensure that refreshments are set up and that pictures are taken, and an article written for the Branch newsletter.

Advertising / Notice about Bursaries

7. The Committee will ensure that the following occurs:

- a. A flyer is prepared every year and that it is put in our Newsletter to advertise the Bursaries.
- b. Ensure that our Manager of the Website receives a copy of the flyer and puts it on our website.
- c. Flyers are also placed on Notice Boards and in appropriate locations in our Branch.
- d. Copies of the application form are available at the Branch Office and at the main lounge bar.

Annual Report

8. The Poppy Chair will provide a report about the Branch bursaries in the Branch Poppy Annual report.

Exclusion from Sitting on the Committee

9. If a member of the Committee has a relative or he/ she is applying for a bursary, then that member must not sit on the meeting that reviews the applications and makes the decision on who will get a bursary. This would be considered a conflict of interest.

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