

## TERMS OF REFERENCE - BURSARY PROGRAM

General	<p>1. The Board of Directors of the Cameron Highlanders of Ottawa Foundation has decided to institute a program of awarding small educational bursaries for deserving members of the Regimental Family. The program is to be entitled "The Cameron Highlanders of Ottawa Bursary Program". For purposes of this program, the Regimental Family encompasses serving members, members in good standing of the Regimental Association, and their dependent children, and serving members of the Cadet Corps.</p> <p>2. For the purposes of this program, dependent children is defined as:</p> <ul style="list-style-type: none"> <li>• individuals under 21 years of age</li> <li>• related by blood, marriage or adoption</li> <li>• supported by the parent(s)</li> <li>• reside with the parent(s) in a home they maintained or</li> <li>• reside away from home while attending school and ordinarily lived with the parent(s) while not in school</li> </ul> <p>3. The purpose of the Program is to reimburse successful applicants for tuition fees or books at any post-secondary educational institution in Canada. <u>Applicants will be required to show that they have been accepted by the institution in question.</u></p>
Aim	<p>4. The aim of this document is to outline the terms of reference for this program.</p>
Funding	<p>5. The Board of Directors has determined that the initial funding level shall be set at \$10,000. These funds shall be invested on an annual basis in order to earn interest. Funds shall be raised as follows:</p> <ul style="list-style-type: none"> <li>• an initial transfer from current accounts</li> <li>• donations</li> <li>• fund raising</li> </ul>
Applicability	<p>6. Bursaries will be made to any deserving member (excluding those with full time employment) of the Regimental Family in the following descending order of priority:</p> <ul style="list-style-type: none"> <li>• serving Privates</li> <li>• serving Corporals</li> <li>• dependent children with disabilities</li> <li>• other dependent children</li> <li>• serving Master Corporals</li> <li>• serving Officer Cadets</li> <li>• serving Second Lieutenants</li> <li>• serving members of the Cadets</li> </ul>

	<ul style="list-style-type: none"> <li>• serving senior NCOs and Warrant Officers</li> <li>• other serving officers in descending order of rank</li> <li>• members in good standing of the Regimental Association</li> </ul>
	<p>7. Notwithstanding the priorities listed at paragraph five, the Selection Committee may deviate from this order of priority should the situation be compelling, and with the concurrence of all Committee members.</p>
	<p>8. The number and value of awards shall be determined by the Board of Directors in March of each year, for the upcoming fiscal year.</p>
Application	<p>9. Applications are to be submitted to the Secretary of the Foundation for processing. The deadline dates for submission will be set by the Selection Committee annually.</p>
Selection Committee	<p>10. The Selection Committee shall operate as a sub-committee of the Board of Directors and shall be composed of the following:</p> <ul style="list-style-type: none"> <li>• Chairperson-Chairperson Bursary Program</li> <li>• Secretary-Foundation Secretary</li> <li>• Members: <ul style="list-style-type: none"> <li>○ Foundation President</li> <li>○ Serving Officer or Senior NCO as nominated by CO</li> <li>○ Regimental Association representative as nominated by President of the Association</li> </ul> </li> </ul> <p>11. Committee members shall withdraw from the proceedings should an application under consideration be from a dependent or any other individual where there may be a potential conflict of interest.</p> <p>12. Deliberations of the Selection Committee will be conducted in camera. Results of these deliberations will be reported to the Chairperson of the Foundation who will further disseminate to the Commanding Officer, President of the Regimental Association and on the Foundation website. The decisions of the Selection Committee will not require ratification by the Board of Directors.</p> <p>13. The Chairperson of the Selection Committee, in cooperation with the Foundation Treasurer, is responsible for the accounting of all Program funds and will advise the Board of Directors with respect to funding raising requirements.</p>
Selection Criteria	<p>14. The overriding criterion for a successful applicant is that the applicant is able to demonstrate a financial need and that the bursary would further a defined program of self-improvement through advanced education. It is not sufficient for an applicant to have only a vague sense of self-improvement that is not supported by a defined plan of action. The plan must have an achievable goal.</p>

	<p>15. A secondary criterion would be demonstrated performance at a high level within the Regimental Family for both serving and Association members. In the case of dependent children, this is to be construed as demonstrated participation in community endeavours.</p>
	<p>16. . A third criterion is a demonstrated ability and desire to serve the Regiment in some defined capacity.</p>
OPI	<p>17. The Director of the Education Bursary of the Foundation shall act as the OPI of the Bursary Program. Suggestions for amendments to this policy may be forwarded to the Chairperson or the Director.</p>