

## BURSARY PROCEDURES

APPROVED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

1. The Application Form (attached as Annex A) must be approved by the Board.
2. The Application Form will be included in the In-Clearance package and will also be available on the web site.
3. Applicants complete Sections 2 through 4 in as much detail as possible and then sign and date it.
4. The application is turned in to the Company HQ.
5. The application is reviewed by the Company Commander who adds his recommendation, signs and dates the form.
6. The application is then delivered to the BOR for the Commanding Officer to add his comments or concurrence. He signs and dates the form.
7. The application is then delivered to the Museum/Kit Shop where it will be kept until the Bursary Committee meets.
8. Applications will be accepted during the training year from In-Clearance until March 31<sup>st</sup>.
9. The Bursary Committee will meet in early April to evaluate the applications and determine who, if anyone, will receive a bursary.
10. The Bursary Committee Chair will set out the criteria for consideration by members of the Bursary Committee when doing their evaluations of applications.
10. The Board of Directors and the Commanding Officer will be advised the names of the approved recipients.
11. Cheques will be presented during a parade as determined by the Commanding Officer.