

CHES-Ontario

Ontario Chapter Bursary Protocol

The Ontario Chapter of CHES has established a bursary which is open to all immediate family members of active Regular & Associate Members under the following conditions:

- a) A Bursary sub-committee will be established to administer the bursary and will be responsible in whole to the Ontario Chapter Executive.
- b) The Bursary sub-committee will consist of the Past Chair of the Ontario Chapter Executive as well as (2) other members – Education Chair and Membership Chair.
- c) The Executive Chair, Secretary and Treasurer of the chapter executive may also sit on this committee as non-voting ex-officials.
- d) The Past Chair of the Chapter Executive will chair this sub-committee and be accountable to ensure the sub-committee meets on a regular basis, coordinates the activities of the sub-committee and brings forth any recommendations to the Executive for documented approval.
- e) As it is the wish of the Ontario Chapter to announce the Bursary winner at the provincial annual conference, the sub-committee will be responsible to set the schedule of events required, based on the actual conference date set by the Ontario Chapter Executive, to ensure the bursary process is complete in time for announcing at that event. [Target: Jan 1st, Mar. 1st emailing, Submission deadline Mar. 31st]
- f) The sub-committee will be responsible to review annually the application form for any modifications (if required).
- g) The sub-committee is responsible to establish and review from time to time the definition of immediate family member.
- h) The sub-committee will be responsible to accept all applications by the established deadlines, verify the applicant is an immediate member by definition of an active Regular or Associate member (for at least 3 years), as well as verify all information on the application form.
- i) The Bursary sub-committee shall notify the successful members and student-recipients, and arrange a presentation and photo opportunity (at the Ontario annual conference, if possible). If conference presentation is not possible, then a more appropriate time and place will be chosen for the photo opportunity. The photo and presentation story will be used to further promote the activities for Ontario Chapter membership.
- j) The successful student-applicant must send proof of registration from their post-secondary institute (community college, university, or other private institution offering further education). Upon receipt of proof of registration, the Treasurer will issue a cheque to the student on behalf of the member-applicant and CHES-Ontario.
- k) The Ontario Chapter Executive shall annually determine the number of bursaries to be awarded, based on availability of funds (to a maximum of 5 awards).
- l) The Chapter Executive will review and adjust (if necessary) the amount of bursary to be given out each year.
- m) Expenses incurred for bursary sub-committee members are to be submitted through the committee Chair, who will submit to CHES-Ontario Treasurer, for approval.