



Scholarship Policy

AFP Vancouver Island Chapter

Date Approved: July 4, 2012
Last Date Revised: June 13, 2017

Purpose

The purpose of this policy is to establish the benefits and regulations pertaining to all scholarship programs offered by the AFP Vancouver Island Chapter. The chapter offers scholarships and opportunities for members to increase their professionalism, knowledge and skills by attending courses, conferences and workshops relevant to fundraisers offered locally, nationally and internationally.

Scholarship Procedures

1. To be considered for a scholarship, applicants must submit a completed application prior to the published deadline. (Annual deadlines can be found in the AFP Vancouver Island Scholarship Application Form.)
2. The Scholarship Committee will review all applications and make recommendations to the board for approval. Both winners and alternates may be selected.
3. Scholarships may be for the full amount requested or a portion thereof.
4. The Scholarship Committee Chair is responsible for the notification of recipients.
5. Payment of the scholarship is conditional on the recipient fulfilling the obligation for which the scholarship is made. If an initial recipient cannot use the scholarship, it may be awarded to an alternate.
6. Payment of scholarship funds will be dependent on the type of scholarship being received. In most cases, the chapter will distribute funds to selected recipients after a valid receipt of payment is submitted.
7. At the end of the fiscal year, should any chapter scholarship funds go unused, the Chapter Executive will decide to either carry funds forward into the next fiscal year, or allocate to other chapter areas of need.
8. The Scholarship Policy will be reviewed on an annual basis, during the last month of the chapter's fiscal year. Upon approval for the following year, a full list of available opportunities will be shared with the membership including applicable deadlines.

Scholarship Application Criteria

1. Only chapter members may apply for scholarships.
2. Individual scholarship specific criteria includes:
 - Applicants for the **Chamberlain Scholarship or John Saunders Scholarship** must never have attended an international conference as a registered participant. Preference will be given to newcomers to the field of fundraising – especially those with less than 3 years of experience. Applicants must be employed as a fundraising professional or, if applicant is an executive director, a substantial amount of time must be devoted to fundraising. Applicants must agree to complete an online evaluation form about their experience at the international conference.
 - Within every calendar year, \$390 will be awarded towards registration fees for either the **Fundamentals of Fundraising Scholarship** or the **CFRE Review Course Scholarship** as organized by the AFP Vancouver Island Chapter. Only one course will be offered each year and the course availability will alternate on a yearly basis. Applicants of the \$390 scholarship will only be considered for the course available that calendar year. Scholarships are not transferrable. If the courses are not offered, the scholarship will be withdrawn.

Scholarships Available

1. Chamberlain Scholarship

Value: Full Conference Registration Fee Amount

Application Deadline: September 22, 2017

Description: One scholarship of a registration fee towards the AFP International Conference. The AFP Foundation for Philanthropy will directly pay the funds to AFP IHQ for registration.

Recipients will be required to pay \$10. Recipients must agree to complete an online evaluation form about their experience at the AFP International Conference.

Note: Chapter reporting form and registration form due to IHQ by October 31 each year.

2. John Saunders Scholarship

Value: \$475

Application Deadline: September 22, 2017

Description: One scholarship to be given to the successful Chamberlin Scholarship recipient to cover costs associated with attendance at the AFP International Conference.

3. AFP Vancouver Island – CFRE Review Course Scholarship

Value: \$390

Application Deadline: September 22, 2017

Description: Every year, one scholarship will be awarded to cover the registration fee related to participation in either the Fundamentals of Fundraising Course or the CFRE Review Course. Only one course will be offered each year. The CFRE Review Course will be offered in 2018. The Fundamentals of Fundraising Course will take place again in 2019.

4. AFP Vancouver Island – Professional Development Scholarships

Value: Up to \$1,764 available for various scholarships

Application Deadline: September 22, 2017

Description: With the support of the AFP Foundation for Philanthropy – Canada, up to ten scholarships are available ranging in value from a minimum of \$100 to the maximum of \$500 based on the applicant's requested amount and what activities they will be participating in. These scholarships are available to members for professional skills advancement and can include opportunities such as: fundraising courses or conferences (including the AFP International Conference); CFRE application fees; the purchase of CFRE reading materials; or assistance with membership fees. The chapter will distribute funds to selected recipients after a valid receipt of payment is submitted.



2017 Scholarship Application Form AFP Vancouver Island Chapter

For application information, contact:
Liz Ausio at fundasst@uvic.ca

PART I – PERSONAL & EMPLOYMENT INFORMATION				
PERSONAL INFORMATION				
Last Name:	First Name:			
Job Title/Position:	Employer:			
Current Business Address:	E-Mail Address:			
City:	Province:	Postal Code:		
Business Phone:	Cell Phone:			
Are you a member of AFP?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you received the CFRE Designation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you received prior assistance from this scholarship fund?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you attended the AFP International Conference?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
FUND DEVELOPMENT INFORMATION				
Are you currently employed in a Fund Development Position? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of years in the profession:			
If you are NOT employed full-time in a Fund Development Position, please outline the nature and extent of your responsibilities and activities in Fund Development.				
List below, in point form, all your volunteer activities within and outside of the chapter. Where applicable, list the capacity in which you were involved and time commitment.				

Our chapter seeks for our membership to reflect the diversity of our community, including the many cultures, places, genders, orientations, heritages, organizations large and small, languages, and faiths that make up our island's communities. With this in mind, is there anything you would like us to know about you or your organization?

PART II – SCHOLARSHIPS REQUESTED

Please select the program(s) or area(s) of opportunity you are applying for. Please note that the section below the Professional Development Scholarships only needs to be filled out if applying for a Professional Development Scholarship.

	Program or Area of Opportunity	Scholarship Amount (Available or Requested)
<input type="checkbox"/>	Chamberlain Scholarship & John Saunders Scholarship <i>Applicants of this scholarship must not have previously attended an AFP International Conference</i>	\$500 + \$475
<input type="checkbox"/>	CFRE Review Course Scholarship <i>Course located on Vancouver Island</i>	\$390
<input type="checkbox"/>	<p>Professional Development Scholarships <i>These scholarships, with the support of AFP Foundation for Philanthropy – Canada, are available to members for professional skills advancement and can include opportunities such as: fundraising courses or conferences (including the AFP International Conference); CFRE application fees; the purchase of CFRE reading materials; or assistance with membership fees.</i></p> <p>Name of conference/course/workshop: _____</p> <p>Date of course: _____ Location of course: _____</p> <p>Registration costs: \$ _____ Travel Costs: \$ _____ Other Costs: \$ _____</p> <p>Scholarship Requested Amount: \$ _____</p> <p>Will your employer be making a financial or in-kind contribution towards to participation in this conference/course/workshop? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please describe the amount or nature of this support:</p> <div data-bbox="240 1243 1455 1365" style="border: 1px solid black; height: 58px; margin-bottom: 10px;"></div> <p>Have you sought other sources of funding? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please describe the amount or nature of this support:</p> <div data-bbox="227 1524 1442 1654" style="border: 1px solid black; height: 62px; margin-bottom: 10px;"></div> <p>Request for other types of professional skills advancement (CFRE, fees, books, etc.)</p> <p>1. _____ \$ _____</p> <p>2. _____ \$ _____</p>	

PART III – BENEFITS OF PROGRAM & PROFESSIONAL DEVELOPMENT ACTIVITIES

What benefits do you expect to see as a result of your participation in this professional development activity?

How will the information you gain from this course or event be passed on / shared with other people involved in your organization?

List any previous courses, conferences, seminars or training in fundraising you have participated in. (Please identify any that were funded or partially funded by the AFP Vancouver Island Chapter.)

PART IV – SIGNATURES/ENDORSEMENTS

Applicant Declaration

By signing this application, I declare and acknowledge:

1. That to the best of my knowledge and belief, I hereby verify that the information and summary of activities as submitted in this application are correct.
2. That I, the applicant, meet the eligibility requirements as outlined in the AFP Vancouver Island Chapter Scholarship Program guidelines.
3. That I will be responsible for submitting a written report on the event covered by this application, so that the chapter may share the benefit of this experience with other members.
4. That if I receive a scholarship my name may be published in the chapter newsletter.
5. That I understand the information provided on this application may be used for research and statistical analysis.
6. That if any information is inaccurate, that any awards may be reassessed and/or withdrawn.

<i>Signature</i>	<i>Date</i>
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Submit this completed application to:

Liz Ausio at fundasst@uvic.ca or
Development Office
University of Victoria
PO Box 1700, STN CSC
Victoria, BC V8W 2Y2

For Chapter Use Only

Date Received: _____ Action Taken: _____