

Title	STUDENT AWARDS, SCHOLARSHIPS, BURSARIES AND LOANS	Procedure No.	2013
Department	DIRECTOR'S SERVICES		
Reference(s)	- Policy: Student Awards, Scholarships, Bursaries and Loans	Effective Date	2004 Feb. 24

- 1.0 Student awards, scholarships, bursaries and loan funds with monies entrusted to the Thames Valley District School Board or the Thames Valley Education Foundation shall be administered by Community and Corporate Development Officer.
- 2.0 All donors wishing to establish a student award, scholarship, bursary, or loan will be encouraged to make their gift to the Thames Valley Education Foundation.
- 3.0 All student awards, scholarships, bursaries and loan funds will be established in accordance with:
 - a) a letter of understanding for donations up to \$10,000;
 - b) a formal trust agreement for donations greater than \$10,000.
- 4.0 When a trust agreement is required it will be executed by the donor (or executor, if a bequest) as well as the Community and Corporate Development Officer. The following information is required from the donor in establishing a trust agreement:
 - 4.1 The proposed name of the trust fund;
 - 4.2 The amount of the initial donation.
 - 4.3 The amount and timelines of the payout(s) (e.g. interest earned on principal, or a set amount annually);
 - 4.4 Whether the trust is awarded system-wide or specific to a school, or group of schools;
 - 4.5 The intended use of the trust fund, which would include the history (the purpose for which it is being established - e.g. legacy, in memoriam, etc.);
 - 4.6 The criteria of the trust fund (e.g. to the student with the highest marks in grade 12 math);
 - 4.7 The process to select the recipient (e.g. school awards committee, donor to make final decision, etc.).

Administered By	DIRECTOR'S SERVICES
Amendment Date(s)	

- 5.0 An official tax receipt, acknowledgement and appropriate recognition will be given to all qualifying donors.

Procedure: Student Awards, Scholarships, Bursaries and Loans

- 6.0 Information regarding student awards, scholarships, bursaries and loan funds will be posted on the Student Awards Website. The information on the website will be continuously updated to provide schools and donors with current information.
- 7.0 To access monies from the trust funds, the principal, or designate shall fax or e-mail the following information to the Community and Corporate Development Officer:
- 7.1 Name of trust fund/award being accessed
 - 7.2 Student's name, complete address, and social insurance number
 - 7.3 Date funds are required for presentation at the school (commencement, assembly, etc.)
- 8.0 Where awards consist of a plaque or medal instead of, or in addition to, a monetary award schools are to arrange for the purchase of the plaques or medallions and submit the invoice for payment to the Community and Corporate Development Officer.