



Operational Guideline

Title Dean Larivee Memorial Bursary	O.G. # 2.06.01	Page 1 of 1
	Eff: Nov/2018	Initial of Pres DG

Purpose: The Association shall provide an opportunity for current students to apply for a bursary to support their education expenses.

Scope: The BCFTOA membership.

Policy: The BCFTOA will produce an annual budget to support the bursary program. The award(s) shall be approved in value/amount at the AGM as per resolution. The Executive shall approve the bursary to recipient(s) to a maximum of three bursaries that will not exceed five hundred dollars (\$500.00) each. In the case there is not three successful recipients, then the successful recipient(s) would receive a bursary for the amount of seven hundred and fifty dollars (\$750.00). Bursary recipients' names shall not be released publicly without the written permission from the recipient.

Procedure:

Awarding of the bursary is based on:

- Academic standing – GPA
- Preference given to student taking a Fire Service related discipline.
- Eligibility will be BCFTOA active members immediate family, which are in good standing would include the following: son, daughter, grandchild, nephew and niece.

Application Deadline: In order to qualify applications must be received between **January 1 and April 15** of the current year. Completed applications will be accepted by mail or email, no later than April 15 of the current year.

The BCFTOA Executive Administrative Assistant shall promote the Bursary via the website no later than January 2 with a follow up communication piece in March and in April annually.

The Executive shall approve or disapprove the Bursary applications based on the policy at the annual education conference prior to the AGM. Once approve the award shall be sent to the recipients no later than 10 days after the AGM.

The award recipients and applicants that have not been selected shall receive a letter stating such. These standardized form letters shall be sent no later than 10 days after the AGM.

Reference:

Bursary Application Form
Successful Award Winner Letter
Non-Successful Award Letter

 Signature of President	This OG replaces Issued: November 2018
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