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**DISTRICT AWARDS COMMITTEE**

APPROVED: 2010.02.23  
(effective September 2010)

REVISED: 2010.09.28  
2012.03.13

***POLICY***

The district will have a District Awards Committee.

***DEFINITIONS:***

**“Annual award”** is an award that is funded annually by the donor in an amount determined by the donor.

**“Awards”** include both bursaries and scholarships, unless otherwise specified.

**“Bursary”** is an award given to a deserving student with satisfactory academic standing, who requires financial assistance and who meets other conditions specified in individual bursary descriptions.

**“District awards committee”** is the committee established by this policy.

**“Perpetual award”** is an award that is funded annually from a perpetual fund established by agreement between the donor and the school district.

**“Scholarship”** is an award given for excellence in academic achievement.

**“School-based award”** is an award given by a specific secondary school to a graduating student from that school.

**“Sinking fund”** is a fund established by agreement between the donor and the school district, to which no further donations are expected after the fund is established. The sinking fund will earn interest annually and awards will be granted annually until such time as the fund balance is less than the value of an annual award; at that time, any remaining funds will be allocated by the District Awards Committee at its discretion.



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**“Sinking fund award”** is an award that is funded annually from a sinking fund established by agreement between the donor and the school district.

**“Springboard to Success Scholarship Committee”** is the committee established in accordance with Policy 5126.2 (Springboard to Success Scholarship).

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Responsibility Centre: Assistant Superintendents

References: Millennium Scholarship Fund Creation Agreement, December 22, 2000



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***PREAMBLE***

A committee is required to support the administration of the District Awards Program.

The District Awards Program provides for the distribution of district scholarships and bursaries in order to recognize graduating students in as equitable a manner as possible.

The District Awards Program works with individual and corporate donors who wish to contribute to the post-secondary opportunities of graduating students

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**REGULATIONS:**

1. The Superintendent of Schools will establish a District Awards Committee to oversee the District Awards Program.
2. The District Awards Committee will be comprised of:
  - 2.1. A member of the school district's senior administration, as appointed by the Superintendent of Schools, who will chair the committee.
  - 2.2. Secondary counsellors from all district secondary schools that graduate students, including the Centre for Learning Alternatives.
3. The Secretary Treasurer or designate will provide advice and support to the District Awards Committee on all financial matters.
4. Perpetual awards may be established with a minimum donation of \$20,000.
5. The establishment of perpetual awards will first be referred to the Springboard to Success Scholarship Committee. The Springboard to Success Scholarship Committee will consider the amount of the endowment, the current rate of return generated by endowed funds and the expected annual value of the perpetual award. The Springboard to Success Scholarship Committee will advise the district Awards Committee whether the perpetual award should be established in accordance with this policy or Policy 5126.1 (Springboard to Success Scholarship).
6. Sinking funds may be established with a minimum donation of \$5,000 and a maximum donation of \$20,000.
7. This policy does not apply to any school-based awards.
8. The District Awards Committee will meet on or before May 15 each year in order to determine the recipients of district awards. Some annual awards are selected by the donor; these are noted as "selected by donor" in the selection process paragraph of each award description.
9. The District Awards Program secretary will be responsible for maintaining information on district awards and the application process on the district website.



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10. The District Awards Committee will accept applications based on the following criteria:
  - 10.1. Students must be graduating from School District No. 57 or School District No. 93 (Conseil scolaire francophone at Duchess Park Secondary).
  - 10.2. Students must be planning to attend a post-secondary program.
  - 10.3. Students must be Canadian citizens or permanent residents (landed immigrants) at the time of graduation.
  - 10.4. A student applying for awards must ensure that he or she is eligible for those awards. Secondary school counsellors will assist students in determining their eligibility for awards.
  - 10.5. Students will be considered only for awards for which they have applied.
  - 10.6. Academic standing in Grades 10, 11 and 12 is used in the final selection of recipients of scholarships and bursaries.
    - 10.6.1. Students applying for bursaries should have no less than a C+ average (67%) (some exceptions apply).
    - 10.6.2. Students applying for scholarships should have no less than a B average (73%) (some exceptions apply).

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**ADMINISTRATIVE PROCEDURES:**

1. Awards of less than \$2,000 are paid in one installment. Awards of \$2,000 or more are paid in two installments.
2. To receive their awards, students must:
  - 2.1. Be attending class full time (first or second semester) at a college, university or other post-secondary program.
  - 2.2. Provide the District Awards Program with a “confirmation of full-time enrollment” letter from the registrar’s office of the post-secondary institution they are attending, stating that they are in attendance on a full-time basis, the dates of the school year and the program in which they are enrolled.
  - 2.3. Provide the District Awards Program with a copy of the thank you letter(s) they send to the award donor(s).
  - 2.4. Students who receive awards of \$2,000 or more must submit two “confirmation of full-time enrolment” letters. The first letter is to be submitted when post-secondary studies commence and the second letter is to be submitted at the beginning of a second or subsequent semester.
3. All awards must be claimed within three years, with the following exceptions:
  - Communications, Energy & Paperworkers’ Union of Canada, Bill Hickey Local 603 Open Bursary (two years)
  - Communications, Energy & Paperworkers’ Union of Canada, Bill Hickey Local 603, Closed Bursary (two years)
  - Communications, Energy & Paperworkers’ Union of Canada, Bill Hickey Local 603, Closed Scholarship (two years)
  - Prince George & District Music Festival Scholarship (two years)
  - Multicultural Heritage Society of PG Scholarship (the fall of the year after the award is granted)

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