



PROMOTING PROFESSIONAL VOLUNTEER MANAGEMENT

Pauline Weston Bursary Program APPLICATION FORM

Eligibility

- Applicants or their agency must be a member in good standing (i.e., current fees paid) with K.A.A.A.V. In addition, applicants (or the applicant's agency) must have been a member of K.A.A.A.V. for at least one full membership year immediately preceding the year of the bursary application. (This requirement will be confirmed by the K.A.A.A.V. Treasurer).
- Applicants must be currently active in a paid or unpaid role as a coordinator or manager of volunteers.
- Applicants must have a minimum of one year's experience (paid or unpaid) in the management of volunteers profession.

Application and Selection Conditions

- Applications must be received at least one month prior to the event.
- The value of the individual bursaries granted will depend on the number and nature of the applications received and the balance of the K.A.A.A.V. Bursary Fund account.
- Applications are normally received between September and May each year. Therefore, the selection committee will be responsible to ensure funds are available to meet anticipated needs, but cannot guarantee that funds will be available after May and before the end of September.
- **The Bursary is to be used toward registration fees only, not for costs associated with accommodation, travel, materials, etc. Successful recipients will receive their Bursary at the conclusion of the event upon proof of attendance and submission of their written report to K.A.A.A.V.**
- Applicants must submit proof of intent of registration with their application.
- As a condition of the bursary, applicants will be required to submit a written report to K.A.A.A.V. within one month following the event, summarizing their learning and what efforts they have made to transfer or share the knowledge gained with others in their organization or community.
- Extenuating circumstances for receiving funds before the event may be considered by the Bursary Committee.

Instructions

1. Please complete all sections of this form and number all pages.
2. Please submit a copy of your registration and a copy of the information about the professional development workshop/conference/training event (i.e., brochure, program, advertisement, etc.).
3. Please submit completed application by email to the Bursary Chair or by regular mail to:
K.A.A.A.V. Bursary Selection Committee
c/o K.A.A.A.V. Treasurer
PO Box 1442 Kingston Main
Kingston, ON, K7L 5C7
4. Applicants must contact both the K.A.A.A.V. Bursary Committee Chair and Treasurer (by a phone call or an e-mail message to each) that an application has been submitted by regular mail to the K.A.A.A.V. post office box.



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Part 1: APPLICANT INFORMATION

Applicant's Name: _____ Title: _____
Organization or Agency: _____
Mailing Address: _____ Postal Code: _____
Phone #: _____ Fax #: _____ E-mail: _____

1. How many years have you been a manager of volunteers? Please list the agencies you have managed volunteers for and your length of service (paid or unpaid positions).
2. Have you or any one in your agency been previously granted a K.A.A.A.V. Bursary? Yes No
3. Would you be willing to sit on the Selection Committee in the future? Yes No
4. What is the name and date of the conference/workshop/training professional development event you are attending, where is it being held, and who is organizing it? (NOTE: Please remember to also submit a copy of the information as per Instructions section.)

Part 2: BURSARY REQUEST

Amount of Registration Fees \$ _____
Amount of Bursary Being Requested (up to a maximum of \$400): \$ _____

Name of the organization or person to whom the reimbursement cheque is to be made should the bursary request be approved. _____ *

Using a separate sheet of paper, please respond to the following in support of your application:

1. Please summarize your goals and objectives for attending this professional development conference/workshop/training. Please indicate the anticipated benefit to you and your organization or community.
2. Please list how this event will make you and your organization more effective and resourceful.
3. Please indicate who will benefit from your attendance at the event and how you plan to apply and share the information you learn with your organization or community.

* *The Treasurer MUST be informed of this by the Bursary Committee.*



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Part 3: SIGNATURES

1. This application must be signed by you and an official signing officer from your agency if your agency holds the KAAAV membership (see below).
2. Applications will not be accepted without original signatures.

I have read the guidelines for the K.A.A.A.V. Bursary and respectfully submit this application for review. I understand that the final decision rests with the Selection Committee. I also understand that if I am successful in obtaining a bursary, the K.A.A.A.V. Bursary will be awarded in the form of a reimbursement once proof of attendance and my written report (summarizing my learning experience and how I plan to share the knowledge I gained with others in my organization and community) have been received by the Bursary Committee chair.

Applicant Signature _____ Date Signed _____

Please indicate who holds the K.A.A.A.V. Membership: I do My agency does

If agency holds the membership a signature from your supervisor or board member is needed and letter of support is required in Part 4:

Name of Supervisor or Board Member of Applicant's Organization (print) and title: _____

Signature _____ Date Signed _____

Part 4: LETTER OF SUPPORT

Please attach a letter of support by your organization (from your supervisor or a board member), indicating the potential value to your organization and the relevance of the conference to your responsibilities as a volunteer manager.

APPLICATION CHECKLIST

Please ensure that **all** of the following are included in your submission. Please **do not** put your application under a cover or put a title page on the front of the document. Application and copies should be stapled or clipped together. **All support letters, Bursary form pages and signatures should be originals, not copies.**

PART 1 : Applicant Information	<input type="checkbox"/>
Workshop/Conference/Training event support documents	<input type="checkbox"/>
PART 2 : Bursary Request	<input type="checkbox"/>
Personal statements in support of application	<input type="checkbox"/>
PART 3 : Signatures	
Applicant's Signature	<input type="checkbox"/>
Sponsoring Agency's Signature (if applicable)	<input type="checkbox"/>
PART 4 : Letter of Support (if applicable)	<input type="checkbox"/>