



# Pauline Weston Bursary Program

## BURSARY GUIDELINES

### Background

Kingston and Area Association of Administrators of Volunteers (K.A.A.A.V.) members have initiated a bursary program to support education opportunities for paid or unpaid managers of volunteers from local non-profit/charitable organizations to support participation in conferences, workshops, courses or other training focused on management of volunteers. It is the expectation that those receiving support will transfer the knowledge gained to others in their organizations or communities.

### Eligibility Requirements

1. 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 must have been an active member of K.A.A.A.V. for at least one full year.
2. Applicants must be currently active in a paid or unpaid role as a coordinator or manager of volunteers and must have a minimum of one year's experience (paid or unpaid) in the volunteer management profession.

### Bursary Criteria and Conditions

1. 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. In the event that the number of requests far exceeds the Bursary funds available, priority may be given to individuals who have not been granted a bursary for a conference/workshop/training event in the previous year. It is anticipated that applications will be submitted throughout the year as workshop/conference opportunities arise. Applications are normally received between September and May each year.
2. Application forms will be available on line through the K.A.A.A.V. website ([www.kaaav.org](http://www.kaaav.org)). Applications must be received at least one month prior to the event. Applicants must contact both the K.A.A.A.V. 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.
3. The K.A.A.A.V. Executive must ratify the Bursary Committee's recommendations prior to awarding. If approved, the chair will advise the applicant of the decision (and any recommended award).
4. Applicants must provide proof that the course/workshop/conference or other training is focused on the management of volunteers.
5. **The bursary is to be applied toward registration fees only (not for costs associated with accommodation, travel, etc.).** The maximum bursary amount available per application is equal to the cost of the workshop/conference registration fee up to a **maximum of \$400.00**. However, in the majority of cases, applicants (or their organizations) are expected to make an effort to contribute to the cost of the conference or workshop. **Should the bursary not cover the full registration fee, the individual or organization is responsible to pay the difference.**
6. In the case of the Applicant's agency holding the KAAAV membership, the application must include a signature from the individual's supervisor (or if the individual has no direct supervisor, the signature of the executive director or board chair of the organization).
7. Bursary recipients are required to provide a short written report and/or presentation to K.A.A.A.V., within six (6) months 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.
8. Bursary awardees will provide a copy of the appropriate proof of payment/registration to the K.A.A.A.V. Treasurer. **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.** Extenuating circumstances for receiving funds before the event may be considered at the discretion of the Bursary Committee, but require approval of the K.A.A.A.V. Executive.

### Priority

The Pauline Weston Bursary Program is intended to assist organizations or individuals who have limited financial capacity for professional development opportunities.