



# OPTIMIST CLUB OF OAKVILLE

## 2018 DON MACDONALD OPTIMIST BURSARY AWARD

### Guidelines and Process

The Optimist Club of Oakville will award a \$2,000.00 bursary to nominated students who will graduate from an Oakville secondary school in 2018 and who will be entering a post-secondary program in the next school year (university, college, trade school, etc.).

#### **Guidelines:**

To be eligible for this Bursary award:

1. The student must be a resident of the Town of Oakville.
2. The student must be attending a high school in Oakville that is administered by either the Halton District School Board or the Halton District Catholic School Board, taking academic or applied level courses.
3. The student must be graduating in 2018 and going on to full-time post-secondary education in the next school year at a university, college or trade school.
4. Applicants must have demonstrated leadership and a commitment to volunteerism through participation in school activities or by involvement in community groups.
5. Applicants should have maintained a high level of achievement in their courses.
6. Applicants should also have a financial need to be considered for nomination.
7. Students may be nominated even though they have been nominated for other awards, subject to the following:
  - a. The decision process by the school representative(s) to determine the final nominee should take into account any other known monetary awards, which have been granted, to that student at the time of nominee submission.
  - b. Overall awards for the nominated student should not exceed \$10,000.
8. Applicants are to submit along with the application:
  - a. An essay of a maximum 500 words in which students should describe their goals and ambitions, their proposed major or area of specialty in post-secondary studies, and describe the volunteer work they have done in school and/or the community. The essay should explain how this bursary would assist in overcoming the financial challenges of attending university or college.
  - b. A transcript of school marks.
9. Applicants are also required to bring the following items for tax purposes with them to the Bursary Award Ceremony:
  - a. A copy of their Birth Certificate
  - b. Their Social Insurance Number

#### **Application Process:**

The following process must be completed with final nominees ready for submission by the school before the deadline of **April 6, 2018**.

1. Interested students should complete the student portion of the application form and submit it along with their essay to their Guidance Counsellor or other school representative. An electronic copy of the student portion should also be submitted online to Patricia Mason, Bursary Chair of the Optimist Club of Oakville.
2. The counsellor will review all applications and nominate one candidate per school. However, if there are two equally qualified candidates from one school, please submit both. In the event that not all schools submit candidates, we may award more than one bursary per school.
3. Obtain the concurrence of the school principal by having him/her sign the nominee's application form.



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4. Email or Mail the Guidance Counsellor application form together with the nominee's form, essay and transcript to either Patricia Mason (pmasonryawney@gmail.com) or Dr. Patricia Mason, Chair Bursary Committee, Optimist Club of Oakville, c/o 578 Trafford Crescent, Oakville, Ontario, L6L 3T3 to be received by **April 6, 2018**.
5. If a school does not respond by the deadline, or if they do not nominate a satisfactory candidate, the bursary for that particular school will be forfeit for that year. There will be no extensions to the deadline and the decision of the Optimist Club of Oakville will be final.
6. Upon review and acceptance by the Optimist Club of Oakville, the Club will notify each winner by May 1, 2018. The students and their parents will be invited to a club function in May or June for a formal presentation of the Bursary Award (date to be advised). The students must bring a copy of their birth certificate and their Social Security Number for tax reporting purposes.
7. If appropriate, the school should advise the Optimist Club of Oakville of the school's awards presentation/ceremony date/time so the Optimist Club may send a member to present the award to the individual recipient.
8. The Canadian Children's Optimist Foundation handles the administration of the funding of the bursaries, and the necessary forms will be provided to the student as soon as possible after they are notified they have been awarded a bursary. It will be the responsibility of the student to complete the necessary forms, which will include confirmation of registration from the post-secondary institution that they will attend, and return the form to the Canadian Children's Optimist Foundation. Cheques will then be issued payable to the institution, and mailed to the recipient, by the Canadian Children's Optimist Foundation.