



Kin Canada Bursaries

A program of the Hal Rogers Endowment Fund



CLUB CHAIR'S GUIDE

(September, 2005)

Kin Canada Bursaries, a program of the Hal Rogers Endowment Fund, was established in 1994 by Kin Canada as a legacy to our founder, Harold Allin Rogers, O.C., O.B.E. (1899-1994). The purpose of the fund is to promote, encourage and sponsor educational programs and activities. The Endowment Fund will be distributed in the form of \$1,000 bursaries across our country.

Who is Eligible?

Applicants for the bursaries must be graduating from high school, in the process of registering or currently studying at a post-secondary institution. The applicant may be furthering their education in any field, must be a good general student, have high ideals, and be involved in their community as a volunteer or through employment or both. The applicant must be a Canadian Citizen or Landed Immigrant. Please refer to the "Club Checklist" for further eligibility requirements.

Application Forms - Distribution

Information on how to access the application forms on our website is sent annually from the National Headquarters directly to all Canadian Universities and major Colleges. Please **make extra photocopies of the application for further distribution locally. Destroy all old application forms** from last year immediately! It is imperative that **you send a copy of the application form to your local school board(s)** requesting that the Superintendent forward the application form to all of their high schools, as not all areas have Kinsmen, Kinette or Kin Clubs in their communities. Feel free to deliver the forms to your local high schools if possible.

Selection Process

Your club will be receiving applications from individuals for Kin Canada Bursaries and may **select no more than one** to be forwarded to the Board of Trustees for consideration. If your club feels they do not have a strong candidate, then you need not submit a candidate for consideration by the Board of Trustees.

All clubs must set up a selection committee to review and evaluate application forms submitted by the due date of February 1st. **It is recommended that a committee of no less than three** be struck to recommend an applicant to the club for endorsement. Since applicants may submit their application form to the local Kinsmen, Kinette or Kin Club, it is very important that clubs communicate to each other so that your community submits as many applicants as possible. Remember, **each club can submit one endorsed application.**

You may wish to set up a joint committee with the other clubs in your community as well as an independent community member (e.g. Kinsman, Kinette, teacher) or you may have two members from your club and a community member or all members from your club. **The selection committee must submit an applicant to the club for endorsement (if they feel they have a qualified applicant who merits consideration).**

Deadlines

To meet eligibility criteria, the following deadlines must be met:

- **Student Application received by club no later than February 1, 2006**
- **Club submits endorsed application to Board of Trustees by March 1, 2006**

Clubs should not make a final decision until after the February 1st deadline to ensure all applicants who have met the timeline will be given equal consideration.

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Kin Canada Bursaries

1920 Hal Rogers Drive, P. O. Box KIN, Cambridge, ON N3H 5C6

Telephone (519) 653-1920 1-800-742-5546 Fax (519) 650-1091 E-mail: kinhq@kinclubs.ca Website: www.bursary.ca

Please make sure applicants are aware that successful endorsement at the club level is the first step of the process. It does not guarantee a bursary being awarded. If the applicant forwarded by your club is awarded a bursary, your club will have the honour of arranging for media coverage and presenting your local candidate with the bursary on behalf of the **Kin Canada Bursaries** program following receipt of proof of registration being sent.

Evaluating Applications

Please feel free to make copies of the “**Kin Canada Bursary Evaluation Form**” which has been provided in your package. This is a guideline which lets you see what the Board of Trustees looks for in applications. Please remember this is a bursary program – bursaries are awarded primarily based on financial need. The “**Club Guidelines for Evaluating Applications**” which is provided in your package will assist you further when scoring an application form. It provides notes to explain the scoring guide. Successful applicants and their sponsoring clubs will be notified by **June 30th** in writing. Unsuccessful applicants will not be notified, however ALL other sponsoring clubs will be notified.

Club Checklist

A club checklist has been provided to assist you in ensuring you have met all of the requirements as set out by the Board of Trustees. Please make sure all deadline dates are met and that you have sent the original and six copies of the application form to the Board of Trustees. Please ensure the front of the application that indicates: “**For Club Endorsement**” has been filled out by you or the club President. It is very important that the telephone, fax and e-mail numbers are included so that we may notify clubs with the successful bursary winners.

Club Participation and Contributions

As club chair for this important association project, please consider donating to this very worthwhile fund. We encourage you to include a donation to the Hal Rogers Endowment Fund as a regular budget item on your club’s annual budget. Listed below are several fund raising ideas, which may be used to assist with this contribution towards Kin Canada Bursaries:

- Bowl-a-thon
- Skate-a-thon
- Penny Drive
- Burger Flipping
- Wake-a-thon
- Talent shows

The Board of Trustees would like you to report to your deputy governors at your spring zone conferences with the amount of money you have contributed or which will be contributed and the project that you will or have participated in.

Recognition Program

Donations from Kinsmen, Kinette and Kin clubs to the fund are suitably recognized. Cumulative club donations will be recognized with awards according to the following donation amounts:

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| \$ 500 | Banner crest for club |
| \$ 1,000 | Badge add-ons for club members |
| \$ 2,500 | Club plaque |
| \$ 5,000 | Lapel pins for club members |
| \$ 10,000 | Honourary Trustee name badges for members |
| \$ 50,000 | Custom jackets for club members |
| \$100,000 | Custom watches for club members |



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