



## BY-LAW 4 SCHOLARSHIP PROGRAM

### GENERAL

1. The Scholarship Program reflects one of the main purposes of the CMPA that being to support and benefit its members. The Executive Committee shall manage a scholarship fund to provide financial assistance to members of the CMPA whose family members are pursuing their first year of full or part-time post-secondary education.
2. One scholarship will be presented for those entering a university program and one for those entering a community college program. In the event no applications have been submitted for one and there are multiple applications for the other, two scholarships may be presented for the same type of institution (i.e., two awarded for university or community college program). Additionally, should no first year submissions be submitted or found suitable, the adjudication committee may take into consideration submissions by students entering second or later years of study including those who may have received a scholarship, previously. The value of each scholarship will be \$2000.

### ELIGIBILITY

3. Consideration for support shall be afforded all members of the Association, in good standing, on behalf of any member of their immediate family (spouse or children). To be eligible, candidates must have been accepted to a post-secondary institution (university or college) and have demonstrated academic aptitude. Family members of the CMPA Executive Committee are eligible for consideration, however, in this case, the CMPA Executive Committee member in question is not eligible to sit on the selection committee.
4. Generally, scholarships are available to students accepted to a provincially accredited degree or diploma granting university or college. The Executive Committee will judge submissions for other institutions (e.g., trade or technological colleges).

### APPLICATION

5. Notification of the annual scholarship and a call for applications shall be published on all Association media platforms, including both social media platforms and the Association website, in early April but not later than 15 April. Candidates must submit, to the CMPA Secretary ([cmpasecretary@gmail.com](mailto:cmpasecretary@gmail.com)), a resumé of their personal and academic accomplishments and interests in an essay of 1000-1500 words, which also outlines their career aspirations and why they should be considered for a scholarship. The essay, a transcript of the two previous year's grades, and a letter of acceptance from a university or college must be received by the Secretary, **not later than 30 June**. Applications may be submitted in English or French.



## SELECTION

6. The President shall convene a committee of no less than three CMPA members, chaired by the Vice-President and representing a cross section of the Association, to consider all submissions received. No person who is sponsoring a person for a scholarship, shall sit on the selection committee. The Committee will consider each application based upon, but not be limited to, the following criteria:

- Academic Performance/Potential.
- Financial Need (based upon criteria in Annex A).
- Background and Development; and
- Quality of the Submission.

7. Each application will be scored by each member. An Assessment Worksheet (Annex A) shall be completed for each applicant by each member of the selection committee.

8. The successful candidate(s) will normally be notified not later than end-July and any outstanding documentation has been provided at that time. Applicants, who fail to provide the required documentation, without valid reason, shall forfeit their standing. The names of the successful candidate(s) will be published on Association media platforms; pictures of successful candidates shall not be published.

9. As the Association's finances are administered under auspices of the Non-Public Funds (NPF) Program, in order to obtain a cheque from their bank, the Association will require the successful candidate(s) to provide their Social Insurance Number (SIN) to process the transfer of funds.

10. Winning candidate(s) will be presented with their cheque(s) by the CMPA President or Vice President if possible or, failing that, a designated/appropriate representative.

## ATTACHMENT(S)

Annex A      Assessment Scoring Sheet  
Annex B      Assessment Working Sheet

## OPI/OCI

OPI            Secretary  
OCI(s)        Vice President  
                  Selection Committee Members