

***as updated October 2011

Local 3260 Bursary Committee

- Is a Standing Committee with 4 members each representing former Unit 1, 2&5, 3 and 4 plus a Local 3260 Liaison Representative.
- Members are elected at a Unit meeting – odd numbers elected in odd years, even numbers in even years.
- 6 (six) Bursaries, each for a maximum of \$500 (five hundred dollars) shall be awarded annually.
- Bursaries will be awarded in October of each year.
- Individuals can apply yearly; however, bursaries will be awarded to a successful applicant “only once.”
- The Selection shall be made by the Local 3260 Bursary Committee by a random draw to be held at the Annual Business Day.
- Non- winning ballots will be kept in the event a recipient does not meet all the qualifications to be awarded the Bursary. Alternate name(s) shall be drawn at random by the Local 3260 Executive.

Role of Committee and Members:

- Term of office is 2 years.
- A Chairperson and a Secretary will be selected by the Committee each year.
- Minutes will be taken and kept on file for each meeting.
- A yearly Committee Report will be submitted for approval at the Annual Convention.
- The Application forms, guidelines etc. shall be reviewed and edited as needed annually with any changes approved by the Local 3260 Executive.
- Committee shall meet following the April 15th deadline and prior to the Annual Convention to verify the applications and prepare the ballots for the draw. Ballots shall be sealed and initialed in a secure envelope by the Committed.
- Committee will notify each applicant to confirm that the application was received prior to the April 15th deadline and completed satisfactorily. All notice forms will be kept in duplicate and stapled to the application form and kept on file.

- Committee shall meet following the September 30th deadline. Proof of Enrollment will be verified and stapled to the recipient's application form to be filed. Cheques will be written and distributed in October.
- The Chairperson is responsible for retaining applications and ballots from year to year.

CUPE LOCAL 3260, PEI Educational Assistants and Youth Service Workers

CUPE Local 3260 Educational Assistants and Youth Service Workers have established this Bursary Fund

Terms of the Bursary:

- The value of the bursary will be a maximum of \$500.
- 6 bursaries shall be awarded island-wide annually.
- Bursaries will be awarded in October each year.
- The selection is to be made by the Local 3260 Bursary Committee by a random draw to be held at the Annual Business Day.
- Individuals can apply yearly, however bursaries will be awarded to a successful applicant ***"only once."***

Qualifications of the Recipient:

- Any candidate must be a member in a ***Permanent position*** and be in good standing of Local 3260.
- Or, a candidate must be the spouse, daughter or son (adopted or natural, stepchildren residing with you, or legal guardian of that child)
- Any candidate must be enrolled in an academic or vocational education program (anywhere and not limited to PEI institutions)
- The candidate must provide Proof of Enrollment from a recognized academic or vocational university or college.
- **Proof of Enrollment** must be submitted to your Bursary Committee member by the **SEPTEMBER 30th DEADLINE.**

- **Application forms** must be submitted to your Bursary Committee member by the **APRIL 15th DEADLINE**.

Please return completed forms by internal mail, fax or in person to:

Heather Doucette (former Unit 1) – St. Louis Elementary

Karyn Noble (former Unit 2&5) – QEES

Kathy Jussaume (former Unit 3) – Sherwood

Donna Crane (former Unit 4) – Cardigan Consolidated

Local 3260 Bursary Application Form:

***Note: To receive this Bursary, applicant MUST supply PROOF of ENROLLMENT at a university or college by no later than **September 30, 2012**. There will be no deferrals.

This Application Form is due no later than **April 15, 2012**.

Name of student applying: _____

Address: _____

Postal code: _____

Telephone # (h) _____ (w) _____

Name of Program you are enrolled in and number of years to complete:

If applicant is NOT a CUPE member, please give name and relationship to the CUPE member:

Name of CUPE Member: _____

Address: _____

Postal Code: _____

Telephone (h) _____ (w) _____

Name of School CUPE Member is employed in: _____

Signature: _____

Application deadline: (postmarked no later than April 15th) Successful applicants will be notified on CUPE Local 3260 Annual Business Day by random draw. **Proof of Enrollment deadline: (postmarked no later than September 30th)** Cheques will be issued in October. This application form and all correspondence shall be the property of the Bursary Committee and shall be held in the strictest confidence.

CUPE LOCAL 3260, PEI Educational Assistants and Youth Service Workers

Dear _____,

This letter is to inform you that your Bursary Application was received on _____. Your application was properly completed and your name will be submitted to the random draw to be held at the Local 3260 Annual Business Day.

Please note that it is **YOUR** responsibility to provide Proof of Enrollment to your Bursary Committee Representative by the **September 30th deadline** if you are awarded a bursary.

The Bursary Committee thanks you for your application.

Sincerely,

Bursary Committee Representative