



Royal Canadian Legion Branch 96  
Box 527 Merritt, BC V1K 1B8  
250 378-5631

Logan Lake Secondary School

Morgan Whitehouse,

Please find enclosed the information you have requested for the Bursary.

If you have any questions please feel free to call Dale Hamm or Brian Cottrell at the above number or email [legion096@outlook.com](mailto:legion096@outlook.com).

Yours fraternally

Dale Hamm  
Treasurer

# Logan Lake Secondary School

## Contact Information:

Name of agency, company, community group

Royal Canadian Legion Branch 096 Merritt

Name of primary contact person Fabian Cottrell

Phone 250-936-8547 Email BFJCOTTRELL@GALOO.CA

Name of secondary contact person Dale Hamm

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Award Information:

Number of awards 3 Amount of award(s) 750.00

For consistency and efficiency purposes please consider the following:

1. Setting the deadline for applicants for April 15
2. Having students submit the application directly to your agency, company or group (opposed to the school)
3. Excluding the year on your scholarship or bursary application form, such that it can be used in future years

## Application submission:

Please select one:

Mail a paper copy

What is the address \_\_\_\_\_

Digital submission

What is the email or fax legion 096 @ Outlook.com

Application stays in the high school

## Selecting an applicant:

Please select one:

Your agency, company or community group will select a winner

The scholarship committee at the school will select a winner on your behalf

## Convocation:

*Save the date!* Convocation this year is Friday June 7th

Yes we will send a representative to present our award to the recipient

No, we will not be at convocation, please present the award on our behalf

Dear Generous Community Sponsor,

February 1, 2019

**Re: Logan Lake Secondary Scholarships and Bursaries**

It is the time of year where our grade 12's in Logan Lake start thinking ahead to life after graduation, and take the first concrete steps to plan out their futures. Logan Lake has a long history of supporting our students financial; years past has been very lucrative for our hard-working students thanks to your generosity. Students depend on local companies and organizations for scholarships and bursaries, and we are lucky to have such a contributory community. Please accept my sincere gratitude on behalf of our current and future students for continuing to support this worthy cause.

So with that in mind, I'm hoping to get some input from you just to confirm the details of your award to the grade 12s. As you may or may not know, both the School District, and our school are in the process of overhauling their websites. The former method of organizing local scholarships was inaccurate and cumbersome, and many awards went unclaimed because the process was difficult for students to navigate. I'm hoping that with a little help from you students are better able to apply for your scholarships and bursaries, thus ensuring those in needs receive the funds they deserve.

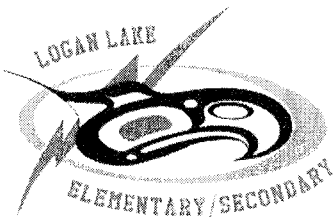
Please complete the attached form and return it to the school by Friday February 15th. In addition to this form, please also include any application forms to give to graduates. While digital documentation is preferred, we will accept paper if that is easier for you; send emails to [mwhitehouse@sd73.bc.ca](mailto:mwhitehouse@sd73.bc.ca) and [kpassmore@sd73.bc.ca](mailto:kpassmore@sd73.bc.ca) or you can fax documents to 250 377-2231. If you no longer offer an award, or do not wish to be contacted again please email to be removed from our records.

Thank you for taking the time to complete this form, or forwarding it on to a more applicable contact person. Careers and circumstances change so frequently, it will be nice to catch up and get all of our records up to date and all in one place so we can better help our grade 12's afford their post secondary educations.

Kindest regards and looking forward to working more with you on this worthy cause,

Morgan Whitehouse

[mwhitehouse@sd73.bc.ca](mailto:mwhitehouse@sd73.bc.ca)  
Logan Lake Secondary School  
Counsellor & Teacher



**Local Scholarship and Bursary Donor Information**



## BURSARY APPLICATION

Attention applicants: Before filling out this application form, please make sure you have received, read carefully and followed the "Regulations and Information" Sheet, which should be attached to this application form. Please contact us if you did not receive the above-mentioned sheet.

### SECTION I Student Information

FULL NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

YOUR MAILING ADDRESS IF NOT LIVING AT HOME WHILE AT SCHOOL:

\_\_\_\_\_  
\_\_\_\_\_

S.I.N. #: \_\_\_\_\_ STUDENT I.D. # \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_  
Date Month Year

### SECTION II College/University Information

NAME OF SCHOOL: \_\_\_\_\_

CAMPUS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

WHAT YEAR WILL YOU BE IN? 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

WAS A PREVIOUS BURSARY APPLIED FOR? YES \_\_\_\_\_ NO \_\_\_\_\_

WHAT YEAR(S) DID YOU APPLY? \_\_\_\_\_

WHAT YEAR (S) WERE YOU SUCCESSFUL? \_\_\_\_\_

**SECTION III Financial Information – To be completed at Branch Interview**

FAMILY TAXABLE INCOME: \$ \_\_\_\_\_

MOTHER'S OCCUPATION: \_\_\_\_\_

FATHER'S OCCUPATION: \_\_\_\_\_

PLEASE SHOW COPY OF REVENUE CANADA TAX ASSESSMENT FOR PREVIOUS YEAR. THIS IS TO DETERMINE FAMILY TAXABLE INCOME.

WERE YOU SUCCESSFUL IN APPLYING FOR A STUDENT LOAN/GRANT?

YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES WHAT AMOUNT? \$ \_\_\_\_\_

**SECTION IV Military Service Information**

FULL NAME: \_\_\_\_\_ PARENT \_\_\_\_\_ GRANDPARENT \_\_\_\_\_

SERVICE #: \_\_\_\_\_

ENLISTMENT DATE: \_\_\_\_\_

DICHARGE DATE: \_\_\_\_\_

WWI \_\_\_\_\_

WWII \_\_\_\_\_

KOREA \_\_\_\_\_

REGULAR \_\_\_\_\_

(Check above as applicable)

IS VETERANS ASSISTANCE OR DISABILITY PENSION INVOLVED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, STATE NATURE OF DISABILITY AND AMOUNT RECEIVED \_\_\_\_\_

**SECTION V Interviewer Comments (Please write on back of this page.)**

INTERVIEW CONDUCTED BY: \_\_\_\_\_

OFFICE HELD AT BRANCH: \_\_\_\_\_

BRANCH NUMBER: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_

DATE OF INTERVIEW \_\_\_\_\_

SIGNATURE OF INTERVIEWER: \_\_\_\_\_

SIGNATURE OF APPLICANT THAT ALL INFORMATION IS CORRECT

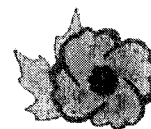
July 2010

**RETURN THIS FORM TO THE SPONSORING BRANCH**

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# BRITISH COLUMBIA/YUKON COMMAND THE ROYAL CANADIAN LEGION



## BURSARY APPLICATION – REGULATIONS AND INFORMATION

### SECTION I Student Information

- Print clearly or type all information requested
- You must reside in British Columbia or the Yukon and be a Canadian Citizen

### SECTION II College/University Information

- Provide the name and address of the College, Trade School, Technical School or University you will be attending
- The Campus must be in British Columbia or the Yukon (only special circumstances apply such as – applicants living in the Kootenay Zones may apply to Calgary, Alberta institutions as it is closer to your residence)
- Bursaries are awarded to students attending facilities on a full time basis for **two consecutive semesters**
- Post graduate studies do not apply
- \$1000.00 bursaries are awarded to successful applicants attending College, Vocational or Trade School
- \$1500.00 bursaries are awarded to successful applicants attending University or third or fourth year college

### SECTION III Financial Information

- This section is **confidential** and must be completed at the Branch interview
- The applicant is responsible for setting up an interview with an Executive member of The Royal Canadian Legion Branch closest to where you reside in that particular Zone. The applicant must contact this local Legion Branch to arrange for this interview. Do NOT simply drop off the application and expect someone to contact you; otherwise the application is considered incomplete and will not be considered
- The financial section is the sole basis for choosing recipients priority is given to children and grandchildren of **Veterans and Ex-Service Personnel**.

### SECTION IV Military Service Information

- Veterans, Servicemen, etc. must have been in the Canadian or British Commonwealth Forces
- Bring a copy of the service discharge certificate to your interview
- This information (Canadian Forces only) can be obtained from:

Director, National Personnel Records Centre  
Public Archives of Canada  
Tunney's Pasture  
OTTAWA ON C1A 0N3  
Phone: (613) 995-5138      Toll Free – 1-866-578-7777  
Fax: (613) 947-8456      [www.archives.ca](http://www.archives.ca)

## SECTION V Interviewer Comments

Applicant must bring the following to the Branch interview:

- Proof of Military Service
- A letter of the aims and objectives written by the student
- **NOTE** – Transcripts, photographs, reference letters or any other scholastic achievements are **not necessary** as bursaries are awarded for financial need.

**Interviewer – Must complete financial section with applicant**

- Be sure proper documentation is presented
- Be sure applicant is at the right Branch (See Section III Regulation and Information)
- Please provide specifics that will assist the Bursary Committee in their decisions
- Use a separate page as necessary as to why you feel the applicant requires aid
- Be sure to sign the application form, along with office held, number and location of Branch and the date of interview
- Your signature certifies that the applicant was interviewed
- Ensure that the applicant has signed the form

### PLEASE NOTE:

- Incomplete applications will not be considered – no follow-up will be taken
- Completion of the application gives consent for us to collect the information as per the BC Privacy Act. This information will be used only for determination of bursary eligibility.
- Completed applications and necessary documentation (military papers and objectives letter) **must be submitted** to:

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**Guidelines for Setting up a Local Bursary Program  
BC/Yukon Command  
The Royal Canadian Legion – For Both Branch and LA**

With the decision by BC/Yukon Command to discontinue the Command level bursary program it was decided that we should make available some guidelines to assist Branches in setting up their own system of bursaries/scholarships.

Branches that wish to use poppy fund monies to provide local bursaries need to sign the Command Poppy/Bursary Agreement and we attach a copy. The signed certificate must be returned to Command where it is recorded on the poppy fund for each Branch so that when the annual poppy fund statement is submitted each year, we can cross reference the bursaries offered by the Branch and verify the agreement is in place.

In addition, for those Branches that have access to gaming monies, you can use gaming money to provide either bursaries (based on financial need) or scholarships (based on scholastic ability) to students within your community. Gaming requires that the cheques be made payable to the students NOT to the Institutions of Learning. However, in the attached notes obtained from Gaming there are exceptions.

Branches have to decide who is going to select the candidates? Some Branches have an in-house bursary committee that reviews the applications and makes selection and other Branches let the local school identify the selected candidate. This process is up to the Branch to determine.

What you have to be very careful about is ensuring that if it is assistance offered through the poppy fund – it can only be a bursary – poppy fund monies can't be used for scholarships. Also, poppy fund bursaries must go only to children and grand children of ex-service personnel. This is confirmed within the Poppy Fund/Bursary agreement you must sign.

In either instance – whether a gaming grant or a poppy fund grant – **Legion membership is not a factor.** You cannot require that Legion membership be a requirement in order to qualify for assistance. In fact, if you even have the question of Legion membership on your application that would imply there was some consideration to Legion members and that would be totally inappropriate. Gaming will not authorize you to limit eligibility to Legion members.

You also need an application form for your local bursary. Attached is a copy of what BC/Yukon Command was using in the way of a bursary application. We can provide this application electronically and then you can adjust it to suit your specific Branch by adding in your own details.

September 2006



## Comments from Gaming on Use of Gaming Monies for Bursaries

1. Post Secondary education is the education that students graduating from high school move into. This could be at a college for vocational training or at a university for further academic training. It is generally not for the pursuit of higher levels of dance or sports education.
2. In order to allow the Branches and LA's to award scholarships and bursaries -- these must be the Branch or LA's programs. In order to do so, Gaming requires that the Branch/Auxiliary establish the criteria for the scholarship or bursary, receive the applications and select the student and then **award the scholarship or bursary directly to the student**. The student is then the eligible recipient in British Columbia. And the grant funds have been disbursed appropriately.
3. The Branch/Auxiliary decides on the amount to be awarded.
4. Generally a locally managed Scholarship/Bursary Trust fund is not eligible to receive gaming funds --- so this would not be appropriate, unless the Gaming Policy and Enforcement Branch has approved the local organization.
5. The Branch/Auxiliary may provide the money direct to a BC Post Secondary institution on behalf of the student. This must be explained in the criteria and known to students when they apply. You must confirm with the post secondary institution that they will return to you any unused funds from non-returning students. You may also decide to use the method of offering half of the award to the post secondary institution at the beginning of the year and then the remaining half after the Christmas Break to ensure the student returns for the second semester.
6. If you are concerned that the student you have selected will use the money for other than legitimate education expenses -- then it is suggested you review the selection criteria for the scholarship/bursary recipient. Trustworthiness, a willingness to pursue post secondary education, honour, ethics are all valuable traits, for which the applicants can be asked to provide character witnesses or letters of support. If for some reason the student is unable to use the full amount of the bursary and the funds are returned the Branch must ensure the funds go back into gaming. If the Branch has a wait list of eligible students for a bursary you could award the bursary to the next student on the list but depending on the circumstances the Branch may have to issue the funds the following year.

Attachments: Poppy/Bursary Agreement  
BC/Yukon Command Bursary Application

9.07

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