



Bursary Program Policy and Procedures

April 04, 2024

MHS is pleased to support and advance the horticultural endeavours of local graduating students who have demonstrated involvement in horticulture, environmental or related studies within our community.

1. Criteria: The MHS Bursary awarded yearly, funds permitting, recognizes a student chosen by their school administrator or designate to pursue further education in programming related to horticulture, forestry, environment or related studies.

A Bursary Recipient must:

- Be enrolled as fulltime high school student(s) graduating in the current academic year,
- Have demonstrated interest, shown leadership and participation in programming related to horticulture, forestry, environment or related studies,
- Be accepted to a post-secondary accredited college, university or recognised polytechnic institution to continue their education in horticulture, forestry, environmental or related studies.

2. Local schools who can apply: South Carleton and St. Mark's High Schools will be contacted annually, to submit the name of a deserving graduating student based on the criteria set by the MHS Board of Directors. The Bursary shall be awarded annually, funds permitting, to one student per school.

3. Process:

- The Director of Community Programming will review the criteria and selection process yearly for the MHS Bursary Program, making suggestions to the Board for any changes. The criteria and any changes must align with the objectives of MHS,
- In consultation with the MHS Board of Directors, confirm the amount of the MHS Bursary following the budget as approved at the previous Annual Meeting,
- Schools are limited to one application each. The amount of the MHS Bursary will be divided between both schools. Should only one nomination be submitted, half of the Bursary amount will be given to the nominee (provided the criteria has been met) and the remaining funds will remain as part of the general funds.

4. Procedure:

- In late September, The Director of Community Programming or their designate will contact by phone or email both high schools which serve the students in the Manotick area to obtain the name of a staff liaison to receive the MHS Bursary Application Package,
- Mid November, the MHS Bursary package will be delivered via email or an alternate method requested to the school representative. The package should include an introductory "School Letter" (sample attached Form 1), which includes the purpose of the MHS Bursary, deadline for submission and, a "Criteria and Application for MHS Bursary" (sample attached Form 2),
- Two weeks prior to the submission deadline, contact the schools to see if they will be submitting an application form if you have not heard from them,
- Applications may be submitted by hand, post or electronically and must be postmarked or received by 5pm on the due date,
- Once one or both application(s) is/are received, by the submission deadline, the Director will verify the application(s) is/are complete and notify the Board of the qualifying recipient(s),
- The MHS Bursary recipient(s) will be confirmed with the school(s) and arrangements made for the cheque(s) and MHS Certificate to be delivered to the successful student(s) at a time(s) agreed by all parties,
- The name of the recipient(s) will be posted on the MHS website, in the Newsletter, accompanied by a photo should the recipient(s) agree and sign the appropriate release form(s).

5. Responsibility: Director of Community Programming