

## TERMS OF REFERENCE FOR AN ENDOWED FUND

# THE UNIVERSITY OF OTTAWA ACTIVE AND RETIRED ADMINISTRATIVE STAFF SCHOLARSHIP

### INTRODUCTION

The Support Staff Scholarship was established in 1986 to recognize students' academic excellence and involvement on campus and in the community. In 2003, the Support Staff Retirees Association Bursary was created as a source of financial assistance for undergraduate students at the University. The two scholarships were then combined in 2009 and renamed the University of Ottawa Active and Retired Administrative Staff Scholarship.

### PURPOSE OF THE FUND

To provide financial assistance to students in recognition of their community involvement and their academic excellence.

### SCHOLARSHIP DETAILS

#### Eligibility Criteria

The applicants must:

1. have completed at least one year of full-time study at the University of Ottawa at the time of the application and be enrolled full-time for the coming academic year in an entry faculty (Arts, Engineering, Telfer School of Management, Science, Social Sciences, and Health Sciences)
2. have a minimum CGPA of 8.5
3. be bilingual (official languages)
4. demonstrate university and community involvement.

<b>Value of the award:</b>	Minimum \$1,000; variable, according to the available income.
<b>Number of awards:</b>	Minimum of one
<b>Frequency of the award:</b>	Annual
<b>Renewable:</b>	No
<b>Level of the award:</b>	Undergraduate
<b>Application contact:</b>	Director, Financial Aid and Awards Service
<b>Application deadline:</b>	February 28

### APPLICATION PROCEDURE

The application must be submitted through Online Scholarships, which can be accessed through the uoZone portal, and should include:

1. An unofficial copy of the transcript
2. A Curriculum vitae
3. A 250-word text explaining how he or she became bilingual (French-English)
4. A 500-word text describing his/her community and university involvement
5. The following certification: *"If I am a recipient, I accept that the Selection Committee will contact me to obtain a small photo for donor advertising."*

### **SELECTION COMMITTEE**

The Selection Committee will comprise:

1. the Director, Financial Aid and Awards Service, or his/her delegate, as Chair of the Committee; and
2. two representatives of the Administrative Staff Retirees Association (ASRA).

The Selection Committee will study the applications and can, if deemed necessary, invite the finalists to an interview. The Committee reserves the right not to award the scholarship if no candidate properly meets the criteria. In every case, the Committee's decision is final.

### **AWARDING PROCEDURE**

The Financial Aid and Awards Service will:

1. Verify that the student is in good standing (according to academic policies, section 11.1).
2. Confirm the granting of this award in writing to the recipient and to the appropriate faculty or Department.
3. Credit the recipient's University account.

### **RECOGNITION**

Every year, the Financial Aid and Awards Service will:

1. Recommend that each recipient acknowledge the scholarship in a letter to the ASRA, the delivery of which will be coordinated by the Development Office.
2. The Development Office includes the profile of recipients in the annual financial report on endowment funds.
3. ASRA is invited to participate in the University's program for donor recognition and retention.

### **FINANCIAL ARRANGEMENTS**

1. All funds should be sent to the Development Office for credit to the appropriate accounts (endowment or expendable). All cheques should be made payable to the University of Ottawa.
2. The University of Ottawa may invest the capital in accordance with the approved University policies.
3. The portion of the income allocated for the purposes of the fund will be credited to an expendable account of the endowed fund at the Financial Aid and Awards Service, in accordance with Policy #111 Endowment Funds.
4. The financial year of the fund is from May 1 to April 30.
5. At the end of each university fiscal year, Financial Services will notify the Financial Aid and Awards Service, who will in turn notify the ASRA of the amount available for the purposes of the fund.

### **GENERAL**

If future circumstances make it impossible or impractical for the University of Ottawa to continue using the fund for the stated purposes, the University will endeavour to contact the ASRA to explore other purposes for the fund. If the University is unable to locate the ASRA, the University may use the fund in the way it deems most beneficial for the institution but must adhere as closely as possible to the spirit of the fund and to the original intent.

## **ADMINISTRATIVE CONTACTS**

### **Donor organization:**

President  
Administrative Staff Retirees Association (ASRA)  
University of Ottawa  
Ottawa ON K1N 6N5  
Email: APAR-ASRA@uOttawa.ca

### **Advancement Services:** (Development Office)

Director, Donor Relations and Stewardship  
190 Laurier Ave. E.  
Ottawa ON K1N 6N5  
Tel: 613-562-5800, ext. 3877 Fax: 613-562-5127

Stewardship and Agreements Officer  
190 Laurier Ave. E.  
Ottawa ON K1N 6N5  
Tel: 613-562-5800 ext. 3694 Fax: 613-562-5127

### **Financial Aid and Awards Service:**

Director  
3156 – 55 Laurier Avenue East  
Ottawa ON K1N 6N5  
Tel: 613-562-5932 Fax: 613-562-5155

### **Financial Services:**

Director, Research, Trust and Endowment  
W030A - 550 Cumberland St.  
Ottawa ON K1N 6N5  
Tel: 613-562-5800, ext. 1509 Fax: 613-562-5988

Last Update: July 29, 2019  
University of Ottawa  
Ottawa, ON K1N 6N5

**APPROVED ON OCTOBER 7, 2009 BY THE ADMINISTRATIVE COMMITTEE OF THE UNIVERSITY OF OTTAWA (T- 50185).**

**MODIFICATIONS APPROVED ON DECEMBER 15, 2010 BY THE ADMINISTRATIVE COMMITTEE OF THE UNIVERSITY OF OTTAWA (T-51235)**