



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

Branches that wish to use poppy fund monies to provide local bursaries need to sign the Certificate of Understanding of Poppy Bursaries Guidelines. Attached to this package is the form. The signed certificate must be returned to Command where it is recorded with the poppy fund for each Branch so that when the annual poppy fund statement is submitted each year, we can cross reference the bursaries given 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 bursaries (based on financial need) to students within your community. Gaming requires that the cheques be made payable to the students NOT to the educational institutes.

Branches need 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.

It is very important to make note that if assistance is offered through the Poppy Fund – it can only be a bursary – Poppy Fund monies cannot be used for scholarships (scholastic achievement awards). Also, Poppy Fund bursaries must go only to students who are Veterans, children, grandchildren or great-grandchildren of any of the eligible personnel as identified in Section 101.d. of the General By-Laws, who are in need of financial assistance. This is specified in the Poppy Fund/Bursary agreement your Branch must sign.

In either instance – whether utilizing gaming funds or poppy funds – **Legion membership is not a factor**. You cannot require that Legion membership be a requirement in order to qualify for assistance.

If a program is not available in BC or Yukon Branches can offer bursaries for students taking programs outside of province. If a student's residence remains in BC, they are eligible for a bursary to use at an out-of-province institution.

You also need an application form for your bursary, to be completed by the student. Attached is an application that BC/Yukon Command has created. You can take this application and adjust it to suit your specific Branch.

Comments from Gaming on Use of Gaming Monies for Bursaries

1. Post-Secondary education is the education that students enter into after completing high school. 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 bursaries -- there must be a Branch or LA bursary program. In order to do so, Gaming requires that the Branch/Auxiliary establish the criteria for the bursary, receive the applications, decide on the amount to be awarded, and select the student and then **award the bursary directly to the student.**
3. 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. Branches and Ladies Auxiliary of the Royal Canadian Legion have been approved as such local organizations by Gaming.
4. 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.



**Certificate of Understanding
of
Poppy Bursaries Guidelines**

Members of our committee, for the selection and awarding bursaries to students, have reviewed the guidelines as set out and agree to follow the procedures as set out BC Yukon Command.

We acknowledge the eligibility criteria for the recipients of a bursary from the Poppy Fund must be students who are Veterans, children, grandchildren or great-grandchildren of any of the eligible personnel as identified in Section 401 of the Poppy Manual; who are in need of financial assistance.

We hereby confirm our understanding of the requirements concerning use of Poppy Funds for bursaries.

Branch Name and No. _____

Date of Meeting _____ Year _____

Signature of Branch Secretary _____

Signature of Branch Poppy Chairman _____

Signature of Zone Commander _____

**Please keep a copy for your records
and return this form to BC/Yukon Command**

[Name and Address of Branch if
Branch letterhead is not used]

Sample Letter

[Insert Date of Letter]

[Registrar
Name and address of Post
Secondary Institution]

Dear Sir/Madam:

Subject: Bursary in the amount of \$ _____ for

NAME OF STUDENT: _____ **Student #** _____

Enclosed please find our cheque # _____ in the amount of \$ _____ for the above-mentioned student.

It is our understanding this student has or will be enrolling with your institution in the following program:

The student has received a copy of this letter confirming that we have forwarded the bursary award to your attention to be credited to their account at the time of enrolment. We ask that you distribute these funds on our behalf by allowing withdrawal of the first half of the award for the September semester and withholding the second half of the award until the return to classes following the Christmas break.

Should this student fail to enrol, we would appreciate being so advised and your cheque in the amount of this bursary returned to our Branch.

Should this student fail to complete the program for which they have registered, we would appreciate being advised of this fact and any extenuating circumstances which may exist as this could be relevant to future applications we may receive from this person.

Yours truly,

cc Name of Student