

Form:

Annual Award Information

Madawaska Valley District High School

This form is to be completed for one-time/annual donations for scholarships/bursaries.

- ☐ I wish to sponsor a scholarship or bursary for the upcoming Graduation Ceremony
(Please complete information below)
- ☐ I am not able to sponsor an award this year; however, please contact me again next year
- ☐ I am no longer able to sponsor an award, so please remove me from your mailing list

Award Name (to appear in booklet): _____

Name of Contact Person: _____

Address (if changed): _____

Telephone: _____ **Email:** _____

Official Tax Receipts are issued when Revenue Canada guidelines are met. The receipt will be issued to the name that appears on the contributor's cheque.

Revenue Canada Requirements

| | |
|---|--|
| 1 | Donations must be voluntary |
| 2 | The donor must not receive any benefit in return (e.g. directed so that child/grandchild receives) |
| 3 | The donation cannot be directed to a specific individual. It can be directed to a specific type of Award (e.g. Grade 12 Science), or Bursary (e.g. a student in need given social circumstances to be determined by committee) |
| 4 | Award recipients must be determined by a committee of school staff overseen by school administration |

Administrative Guidelines

1. Amount of contribution this year \$_____ to be awarded as #_____ awards, in the amount of \$_____ each.

2. This award is to be offered as a (check all that apply):

☐ Bursary (financial need)

☐ Scholarship (high academic achievement)

3. The recipient will be chosen by an awards committee composed of teachers and/or administrators at the school.

4. To be eligible for the award, a student must:

a. have obtained an Ontario Secondary School Diploma (OSSD) from the school; OR

b. have obtained an Ontario Secondary School Certificate (OSSC-14 Credits); OR

c. have obtained a Certificate of Accomplishment

5. The Awards Committee shall determine the recipient(s) using the following criteria:

☐ Registration in post secondary studies in the field of _____

☐ University

☐ College

☐ Apprenticeship

☐ No Preference

☐ Proceeding directly to the Workplace

☐ Proceeding to a Life Skills program or to Independent Living

☐ _____

☐ _____

☐ _____

6. Please choose one of the following options:

☐ I am unable to attend the ceremony and would prefer a staff member present the award

☐ I will attend the graduation ceremony to present the award

Name of Presenter(s): _____

Number of People Attending Ceremony: _____

Year of Award: _____

Please return form, along with cheque issued to **Renfrew County Educational Enrichment Fund**, to Madawaska Valley District High School.

Signature of Contributor: _____ Date: _____

Office Use

GL Location: _____ GL Department: _____ Tax Receipt #: _____