CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY

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| Kelowna BC V1Y 2H4 | email: cobss@shaw.ca | www.cobss.sd23.bc.ca |

A Gift That Lives and Grows

Dear Donor:

To ensure that award allocations are consistent with your wishes, please provide the following information.

NAMING YOUR DONATION:
Designation as bursary/scholarship or award determines the primary criteria for allocation.

- Option A: Bursary - If you name your donation a bursary, COBSS will consider the primary criteria to be a **need for financial assistance**.
- Option B: Scholarship – If you name your donation a scholarship, COBSS will consider the primary criteria **to be academic, sports or other achievements.**
- Option C: Award **–** If you name your donation an award, COBSS will consider the primary criteria **to be any criteria which the donor specifies**.

Now that you have determined the designation for your donation, please enter it on the donor contract. For example: Okanagan Opera Singers Bursary or Okanagan Opera Singers Scholarship or Okanagan Opera Singers Award.

ESTABLISHING CRITERIA FOR YOUR DONATION:
Once you determine the name of your donation, please list the primary criteria on the donor contract. Then list all other criteria, in order of priority you wish to be considered, for allocation purposes. Examples of other criteria are: potential for his or her chosen field, citizenship and involvement within school and community, membership in the donor's organization.

All funds donated become the property of COBSS and donors agree to the policies pertaining to the distribution of funds. To be consistent in awarding funds students MUST contact COBSS only and the policies of COBSS will be adhered to. It is further understood that bursaries/scholarships/awards will be awarded to students in full-time attendance at an accredited post-secondary educational institution recognized by the Society in September of their graduation year. Selection of recipients will be made by the COBSS Allocation Committee. The selection will be guided by the criteria and instructions provided by the donor. Donors may be consulted during the allocation process to assist allocators in finding best qualified candidates. To qualify for consideration, a student must provide COBSS with a complete COBSS application.

Please note that if there has been no contact from your organization for more than two years, COBSS has the sole discretion in allocating any remaining funds.

Thank you for consideration of this information in completing your donor contract and your continued support of Central Okanagan students.

Yours truly,

Lorraine Miller

Lorraine Miller
President

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NEW DONOR CONTRACT
(Please read letter before completing contract))

Name of Bursary/Scholarship/Award   _____

Definitions –   **Bursary – need for financial assistance   Scholarship – academic, sports, other achievement   Award – any criteria the donor specifies**

_____herein donates _____to the Central Okanagan Bursary and Scholarship Society (COBSS), for the sole purpose of awarding _____ bursaries/scholarships/awards in the amount of _____ each to assist students graduating from member secondary schools within the Central Okanagan Public Schools boundaries in the Central Okanagan to further the selected student(s)' post-secondary education.   CRA regulations require charities to issue official receipts only in the name of the true donor. I verify the individual or business name above is the true donor.

The completed contract is necessary to prepare the online application which is available to students in **early** December. Please return this contract, **together with your cheque** payable to COBSS no later than **November 25th.** Thank you for your commitment to the education of students in our community.

Participating Schools – Central School, eSchool23, George Elliot, Kelowna Secondary, Mount Boucherie, Okanagan Mission, Rutland Senior
Aberdeen Hall Preparatory, Anse-au-sable, Flex Academy, Heritage Christian Online, Immaculata Regional, Kelowna Christian, Okanagan Christian School.

Please specify:
Specific School(s) please list: _____   All Schools _____   Only Central Okanagan Public Schools____

 Criteria - (**be brief and specific**)
_____
_____
_____

PLEASE CHECK (√) APPLICABLE ITEMS
          Bursary/Scholarship/Award to be_____ Reviewed Annually or _____ Trust Account (minimum $5,000)

          Please indicate if you wish to be consulted as a donor during the allocation period. _____Yes _____ No

          All monies granted must comply with CRA charity rules, policies and guidelines.

In the event a bursary/scholarship/award remains unclaimed after the expiry date, the award amount will be retained in your account. An annual administration fee of $25 will be charged for **EACH** bursary/scholarship/award. All funds donated become the property of COBSS and donors agree to the policies pertaining to the distribution of funds.
Please note that students who graduate early (in January) are not eligible for COBSS awards.
As a donor I grant full permission to COBSS to use my likeness including photographs, video clips, recordings or any other record of my participation in COBSS without compensation to me. This consent is provided in compliance with the Personal Information Protection Act and the Canadian Anti-Spam Legislation. I understand that I may withdraw such consent at any time by contacting COBSS directly by email.
I grant COBSS permission to release my name and address information to the recipient of my award for the purpose of them sending me a thank you note. I understand that I may withdraw such consent at any time by contacting COBSS directly by email.

Enclosed is my cheque for

          Amount of Award _____ x _____ # of Awards =   _____

          Administrative Fee $25.00   x _____ # of Awards =   _____

          TOTAL ENCLOSED including Admin Fee(s)   =   _____

Contact Person: _____

Address: _____ City _____ Postal Code _____

email: _____ Phone _____

Signed: _____ Date:_____