



SHOWCASE PRODUCTIONS SOCIETY – POLICY MANUAL SCHOLARSHIPS/ SPONSORSHIPS/ BURSARY

GENERAL

1. In keeping with the objectives of Showcase Productions Society (hereby known as the “Society”), and to encourage the development of the performing arts, the Society shall be prepared to award:
 - a) a maximum of two annual, one-time scholarships to students who are currently graduating from high school and who have been accepted into a post-secondary education institution to major in some aspect of the performing arts, which may include, but not be limited to, music or theatre programs; and
 - b) financial assistance, in the form of sponsorships, to any individual interested in furthering their skills and abilities in some aspect of the performing arts through their attendance at short-term workshops and seminars.
 - c) financial assistance, in the form of a bursary, to Showcase members who have volunteered their time and talents to the Society, and may not qualify for the scholarship program.
2. At the beginning of each Fiscal Year, the Chairperson shall appoint one member of the Board of Directors to establish and chair a Scholarship/Sponsorship/Bursary Committee (hereby known as the “Committee”) for the purposes of ensuring the administration of the Scholarship/Sponsorship/Bursary Program.
3. The Chairperson of the Committee shall select members of the Committee based on their knowledge of the educational system and their ability to remain impartial. The Committee shall consist of not less than 3, and not more than 5, paid-up members of the Society.
4. Any Committee member who might have a relationship or personal knowledge of any applicant, or application, for a scholarship, sponsorship or bursary, that might see a conflict of interest situation arise, should recuse themselves from participating in the evaluation of such application.

5. The Chairperson of the Committee shall ensure that notification and application forms are forwarded to each appropriate high school within Cumberland County in a timely fashion. The deadline for accepting and considering applications for the scholarships shall be May 1st of each year. Applications must be post-marked on or before May 1st.
6. The Committee shall review all applications for Scholarships, Sponsorships and Bursaries, and make recommendations to the Board of Directors at the May meeting, who shall retain the right of final approval of such. Confidentiality by all members of the Committee and members of the Board of Directors shall be exercised at all times.
7. The Committee will maintain a record of minutes of meetings and of all scholarships, sponsorships and bursaries awarded on behalf of the Society.

SCHOLARSHIP CRITERIA

8. Two scholarships, each with a value of two thousand (**\$2,000.00**) dollars each, may be awarded annually, as follows:
 - a) One scholarship may be awarded to any student currently graduating from the Amherst Regional High School who has been accepted into a post-secondary educational program to major in some aspect of the performing arts, which may include, but not be limited to, music or theatre programs; and
 - b) One scholarship may be awarded to any student currently graduating from any high school located within Cumberland County, who has been accepted into a post-secondary educational program to major in some aspect of the performing arts, which may include, but not be limited to, music or theatre programs.
9. No student may apply for more than one scholarship and no student may be awarded more than one scholarship.
10. Students must be attending the post-secondary educational program on a full-time basis.

11. The Committee shall give due consideration to the following points when considering any individual for these scholarships:
 - a) The applicant's community and/or school past involvement in the performing arts;
 - b) Any training that the applicant may have already received, including a list of public performances in which the applicant may have participated;
 - c) The previously demonstrated proficiency of the applicant in his/her field of studies; and
 - d) Any recommendations of a teacher or instructor in support of the application.
12. In the event that there are more applicants than available scholarships, and it is determined they are equally deserving of the scholarship, preference will be given to that individual who has been a "contributing" member of Showcase Productions Society. (Contributing is determined to be a current paid-up member of the organization and has been for more than two years and has volunteered for, or participated in, two or more productions)
13. Scholarships shall normally be awarded during graduation ceremonies at the applicable high schools. The scholarship being awarded at the Amherst Regional High School shall normally be the Chairperson of the Board of Directors, but may be delegated to another member of the Board. The scholarship being awarded at a Cumberland County High School shall normally be awarded by the Chairperson of the Committee, but may be delegated to another member of the Committee.
14. Scholarships shall be made payable to the applicable post-secondary institution and shall be paid in two equal parts to the value of the scholarship at the beginning of the fall and winter semesters. No payment shall be made unless written confirmation has been received from the institution that the individual has been accepted and enrolled (in both the Fall and Winter semesters) and that the student will be majoring in a program which supports the performing arts, which may include, but not limited to, music or theatre programs.

15. If, in the opinion of the Committee and the Board of Directors, there is no suitable candidate(s) in any given year, the scholarships may not be awarded in that year and will not result in an increase in the scholarship amount for subsequent year(s).

SPONSORSHIP CRITERIA

16. The awarding of sponsorships must be directly related to furthering the development and skills of individuals in some aspect of the performing arts and relate directly to one of the objectives of the Society and may be made at any time throughout the year.
17. The maximum value of any one sponsorship shall not exceed five hundred **(\$500.00)** dollars, however, the Committee may make a recommendation to increase this amount should there be extenuating circumstances that would support such an increase.
18. The total value of sponsorships to any one individual will be the discretion of the Board of Directors.
19. The awarding of sponsorships should be done only when the financial security of the Society will not be compromised. At the beginning of each fiscal year the Board of Directors will advise the Committee of funds available for sponsorships, based on the financial situation of the Society.

BURSARY CRITERIA

20. ***Students may be awarded a bursary if they have graduated high school and have been accepted into a post-secondary education program in either a community college or university.***
21. Students may be considered for a bursary by:
 - a) writing a letter themselves to Board of Directors of the Society requesting a bursary, which must include details of their work with the Society;
 - b) being nominated for a bursary by a member of the Society by way of a letter to the Board of Directors, which must include details of their work with the Society
22. ***The Committee shall take into consideration the following points when making a decision on the applicant's request for a bursary:***

- a) *applicant is a current member of the Society, and has been for a minimum of one (1) year;*
 - b) *applicant has assisted when asked, been a “team player”, supported the organization and fellow members; and*
 - c) *applicant has volunteered their time within the Society during productions and/or workshops.*
23. ***The Committee shall use an established rating guide, developed for those points noted in Section 22 (a,b.c), to determine the awarding of a bursary and the amount to be recommended, and provide justification to the Board of Directors to support such recommendation.***
24. Application letters must demonstrate how the student qualifies for a bursary and provide details of each of the criteria noted above.
25. Application letters must be received by the Board of Directors before **May 1st** of each year.
26. The Committee will be responsible for verifying the information contained in the application letter.
27. Bursary amounts will be limited to a maximum of **\$500.00** per student and will be awarded at the recommendation of the Committee, with the Board of Directors retaining the right of discretion.
28. The awarding of bursaries should be done only when the financial security of the Society will not be compromised. At the beginning of each fiscal year the Board of Directors will advise the Committee of funds available for sponsorships, based on the financial situation of the Society.

This document has been reviewed and approved by the Board of Directors
on _____.

Chairperson, Board of Directors

Chairperson,
Scholarship/Sponsorship/Bursary
Committee