

## **PACIFIC REGION CADET INSTRUCTION – 213**

### **RCIS (PAC) CIC BURSARY TRUST**

#### **GENERAL**

1. The RCIS (Pac) Bursary Trust exists to support the post-secondary education aspirations of current actively serving members of the CIC in Pacific Region. The Trust shall be funded by profits generated by the RCIS (Pac) Kit Shop and donations received from individuals and various others sources.

2. The minimum bursary shall be one annual award in the amount of one thousand dollars (\$1,000); however, the value and number of bursaries shall be subject to annual review and adjustment according to the total funds held in the Trust. The results of the review shall be published, by the RCIS (Pac) Support Services Officer, in the RCSU (Pac) Routine Orders and on the RCSU (Pac) website by 01 July annually.

#### **ELIGIBILITY**

3. The RCIS (Pac) CIC Bursary is available to current actively serving members of the CIC in Pacific Region who have successfully completed the Basic Officer Course, or its successor, at RCIS (Pac).

4. To be considered for the bursary, eligible candidates must present proof of application to an initial post-secondary degree, diploma, or certificate course.

#### **RCIS (PAC) BURSARY SELECTION COMMITTEE**

5. The selection committee shall meet annually, in late August, to screen and review the applications of eligible candidates and award the bursary. The committee shall be comprised of the following:

- a. DCO RCSU (Pac) – Chairperson;
- b. OC RCIS (Pac) – Member;
- c. RCIS Training Officer – Member; and
- d. RCIS Support Services Officer – Secretary.

#### **SCREENING CRITERIA**

5. Eligible candidates shall be screened for selection based on the following criteria:
  - a. current actively serving member of the CIC in Pacific Region;

- b. successful completion of the BOQ Course (or its successor);
- c. a history of active and satisfactory service at a Pacific Region Corps or Squadron;
- d. a history of active and satisfactory service at a Pacific Region CSTC; and
- e. provision of appropriate proof of application for post-secondary education.

### SELECTION CRITERIA

6. Candidates who have successfully passed the screening process shall be evaluated for selection based on the following criteria:
- a. academic achievement at the secondary school level or at another institute as applicable;
  - b. academic achievement at RCIS (Pac) or another RCIS;
  - c. content of candidate's letter;
  - d. Corps/Squadron/CSTC Commanding Officer's recommendation;
  - e. teacher(s)/employer(s) recommendation; and
  - f. need.

### APPLICATION PROCESS

7. Completed applications shall be mailed or hand delivered to the OC RCIS (Pac), under the cover of a military letter, to be received no later than 15 August annually. Late applications and faxed or e-mailed applications shall not be accepted.

8. Candidates must ensure that their applications are complete and accurate and that they answer all of the screening and selection criteria listed above. The selection committee shall base all deliberations on the content of the individual candidate's submission. Interviews will not be held and additional research will not be conducted. They should also note that while only proof of an application for post-secondary education is required for consideration and selection, the presentation of the bursary shall not take place until proof of enrolment or acceptance has been provided to the RCIS (Pac) Bursary Selection Committee.

### NOTIFICATION

9. The selection committee shall notify all candidates by letter of the status of their applications as soon as possible after the selection process is completed. The successful candidate only shall be published in routine orders and on the RCSU (Pac) website.

## PRESENTATION

10. The RCIS (Pac) CIC Bursary shall be presented to the successful candidate on an appropriate occasion once proof of enrolment or acceptance has been provided.

## DONATIONS

11. Individuals, groups, or organizations interested in supporting the RCIS (Pac) CIC Bursary Trust through financial donations are strongly encouraged to do so. Remittances should be made payable to the RCIS (Pac) CIC Bursary Trust and sent to the address below:

Regional Cadet Instructor School (Pacific)  
Albert Head Training Area  
Canadian Forces Base Esquimalt  
PO Box 17000 Stn Forces  
Victoria, BC V9A 7N2

Attention: Officer Commanding

## ACCOUNTING PROCEDURES

12. Pursuant to CATO 17-11, the RCIS (Pac) CIC Bursary will be set up as an individual Trust Account through the NPF books of account for the Regional Cadet Support Unit (Pacific) Unit Fund. All funds (i.e. kit shop profits earmarked for the bursary and/or any individual donations) will be held in trust and all disbursements will be issued through the accounting records of the RCSU (Pac) Unit Fund. Expenditure requests from the RCIS (Pac) CIC Bursary Trust will be approved for payment by those committee members shown at para 5, and forwarded to the SO2 Finance for further accounting action.

## STAFF RESPONSIBILITY

OC RCIS (Pac)

## ISSUE DATE

26 July 2007