



## Friend of St. Albert Children's Theatre Scholarship

### Governance

#### Scholarship Description

The Friends of St. Albert Children's Theatre have set up this scholarship with the intention to recognize the commitment and participation of the members of this talented group after graduating high school, as they pursue a post secondary education.

#### Scholarship Guidelines

- Up to two \$500.00 scholarships awarded each year.
- Only candidates who meet the eligibility criteria (outlined in Part 1) will be considered for the award.
- Application may be submitted at any time during enrollment in an eligible post-secondary, undergraduate Program.
- Applicants may apply more than once, but may only win the award once.
- Application must be received by midnight on October 31<sup>st</sup> and scholarship to be awarded by December 31<sup>st</sup> of that year.
- If there are no eligible applicants in a given year, then no scholarship money will be awarded and funds will be held until suitable applicants apply.

#### Part 1 - Eligibility Criteria

***A candidate must pass each of these 4 items before being considered for application.***

1. Have been a participant (cast or crew) in a minimum of 1 SACT show.
2. Have participated in at least 1 show within high school years (grades 10, 11 or 12).
3. Enrolled in an approved post-secondary institution in Alberta or Canada:  
[http://www.esdc.gc.ca/en/post\\_secondary/designated\\_schools.page](http://www.esdc.gc.ca/en/post_secondary/designated_schools.page)
4. Have never received the scholarship before.

#### Part 2 - Selection/Awarding Criteria

***If eligibility criteria are met, each eligible applicant will be scored as follows***

- Enrolled in eligible post-secondary institution in Alberta = 100 points
- Enrolled in post-secondary institution in Canada = 75 points
- For each SACT show participated as cast or crew (not alumni) = 10 points (per show)
- For each SACT show participated as cast or crew in Grade 12 = 20 points (per show)

Notes: The Scholarship Committee has the right to consider extenuating circumstances that do not fall within these criteria on a 'without prejudice' basis.

## **Scholarship Selection Governance and Administration**

- Selection Committee:
  - Maximum 3. For example: Friends board member, city member, friends board member without a child (if necessary, board or city member from past). NOTE: Cannot be on selection committee if have a child applicant.
  - By Appointment at first board meeting of the season.
  - Roles and responsibilities include: Collect applications, confirm eligibility, rank each eligible application, review applications, marketing, distribution of application forms, receiving, notification, storage, answer questions, resolve conflict/ limitations

Questions can be directed to: Janice Flower, Director of St. Albert Children's Theatre or to the Scholarship Committee Chair

**Scholarship Guidelines and Application are to be maintained in conjunction with the material on this governance document.**

### **Administration**

- Award disbursement: Selection Committee reviews applicants and makes recommendation to board. Motion to pay out is raised and approved and Treasurer pays out. If possible, this award may be presented at one of the winter show events.
- Fund tracking in conjunction with SACT Treasurer.

### **Communication and Marketing**

- The scholarship information and application form on stored on the City of St. Albert website.
- Scholarship recipient can be acknowledged on SACT Facebook page and potentially on the City of St. Albert website, Twitter feed and Community News in the St. Albert Gazette. The recipient may also be announced at opening night of the winter show.

## Application Deadline

Applications and required documentation will be accepted until midnight of October 31<sup>st</sup> of the application year.

<b>Student Information</b>			
Name (First and Last)			
Email Address			Phone Number
Home Address		City, Province <div style="text-align: center; font-size: 1.2em; margin-top: 5px;">AB</div>	
Postal Code			
Have you ever applied for this scholarship before? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you ever been the recipient of this scholarship before? <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>SACT Participation History</b>				
<i>List the shows in which you were a cast member (not alumni), the year of the production (starting with the most recent) and your grade at the time</i>				
Name of Show	Year of show (most recent first)	Your Grade at the time	For Office Use Only - Verify	For Office Use Only - Points
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

19.				
20.				

### Education Information

Post-Secondary Institution Name

Address

Faculty/Program

Program Start Date (dd/mm/yyyy)

Proof of tuition paid for latest term, including student name, school, term/period attached

**For Office Use Only**

Verify attachment and eligibility (Post-Secondary verification)

- Points for Post-Secondary location (Alberta or Canada Other) \_\_\_\_\_
- Points for Program selection \_\_\_\_\_

**How has your experience with St. Albert Children's Theatre helped to prepare you for your future?**  
(max. 500 words)

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**Approval for Submission**

Checking in this box confirms the information contained in this application is accurate and complete. I understand the information provided to SACT in this application will only be used to process this request for scholarship funding and the issuance of a T4A.

Name:	Date:
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**Please submit completed Application Form, with a scanned copy of proof of tuition paid,  
via email to [SACTScholarships@gmail.com](mailto:SACTScholarships@gmail.com)**

**OFFICE USE ONLY**

Received			Date Logged	PAID
Approve	Deny	Incomplete		