



Vancouver Public Library

Joint CUPE 391 – Vancouver Public Library Scholarship Program Guidelines

Purpose:	The Joint CUPE 391 – Vancouver Public Library Scholarship Program provides financial support of recognized post-secondary education in the library field for VPL employees with the goal of enhancing library service to the patrons of the Vancouver Public Library.
Eligibility:	The joint scholarship is available to all regular full-time employees who have been employed for a minimum of one year and auxiliary/part-time employees who have worked a minimum equivalent number of hours (1,827 hrs.) who are enrolled in a recognized post-secondary library study program. The scholarship award covers tuition only. Individuals employed by the Vancouver Public Library and members of CUPE 391 are eligible to apply. Applicants must be accepted into a course or program of study in library services. Employees are limited to one scholarship award per year.
Criteria:	Applications will be evaluated and scored as outlined below: <ul style="list-style-type: none">➤ Length of service (1 point/year to a maximum of 15 points)➤ Participation in regular VPL activities (staff meetings, training, etc., to a maximum of 10 points)➤ Participation in committees (VPL and other - 5 points per committee to a maximum of 20 points)➤ Participation in regular CUPE 391 activities (general meetings to a maximum of 10 points)➤ Participation in Union committees (CUPE 391 and other - 5 points per committee to a maximum of 20 points)➤ Career path progression (VPL - 5 points; CUPE 391 – 5 points)➤ Record of academic achievement (college and university credits) (5 points/degree, diploma or certificate to a maximum of 10 points)➤ Enrolled in a degree or diploma program (5 points) <p style="text-align: right;">* For a maximum of 100 points</p>
Application:	Applications must include a completed application form which includes a course of study plan, proof of acceptance into the program and a letter outlining your rationale for qualification. Applications are received in Human Resources throughout the year and will be held until the next scheduled selection date. Applications will be reviewed by the jury committee in accordance with school semesters: May - spring/summer semester

	August - fall/winter semester
Selection Committee:	Applications will be juried by a committee consisting of two members of the Library Management Team and two members of CUPE391 Executive. Members of the committee are not eligible to participate in the scholarship program.
Award:	The Scholarship Fund will grant an award of up to \$500.00 to successful applicants when the committee has reviewed all eligible applications. The award is subject to a signed letter of agreement stating that the money will be returned if, for some reason, registration is not completed. The funds are taxable and will be reported accordingly.
Value	Scholarships of \$500.00 will be awarded within the annual budget limit of \$4,000.00 (\$2000.00 contributed by VPL and \$2000.00 contributed by CUPE391). Awards are paid directly to the educational institution.
Number:	The scholarship fund will sustain eight awards.
Application Form:	See the Human Resources web site for the application form which can be printed off or, you can obtain a hard copy from the Human Resources office.
Application Letter:	Please provide the jury committee with a brief letter (should not exceed 250 words) outlining why you believe you qualify for the scholarship, your involvement in CUPE 391 and VPL committees and activities, your career plans and prior academic achievements, as well as any information you think might be relevant to the committee's decision-making. Your letter can be done in point form or essay format. Please ensure it is typed.
Deadline:	Ongoing
Where to apply:	Send your completed application to: Joint CUPE 391 – VPL Scholarship Fund Selection Committee c/o Human Resources 7 th Floor, Central Branch

K:\HR\HR Administration\Forms\Scholarship Program Guidelines.doc