

## 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 or non-library programs of study relevant to working at the Library (e.g. accounting, systems/IT programs) for VPL employees with the goal of enhancing library service to the patrons of the Vancouver Public Library.
Eligibility:	<p>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 of 1827 hours or four years, who are enrolled in a recognized post-secondary library study program or non-library program of study relevant to working at the Library. The scholarship award covers tuition only. Individuals employed by the Vancouver Public Library who are also members of CUPE 391 are eligible to apply. Applicants must be accepted into a course or program of study in library services or a non-library program of study relevant to working at the Library. Employees are limited to one scholarship award per year.</p> <p>In situations where there are numerous eligible applicants, preference will be given to qualified applicants who have not previously received a scholarship.</p> <p>The Constance Devine Award will not be awarded to an individual more than once.</p>
Criteria:	<p>Applications will be evaluated and scored as outlined below:</p> <ul style="list-style-type: none"> <li>• Length of service (2 points/year to a maximum of 30 points; applicants are reminded to list ALL years of employment with VPL and include both full- and part-time employment)</li> <li>• Participation in regular VPL activities in the previous five years (eg. committees, internal or City training, conferences [3 points/committee or activity to a maximum of 30 points])</li> <li>• Attendance at CUPE 391 meetings in the previous five years (3 points/meeting up to maximum of 15 points; includes general meetings, special meetings and annual general meetings)</li> <li>• Participation in Union committees, conferences, conventions and or education courses in the previous five years (3 points/committee to a maximum of 15 points; includes CUPE 391 and other Union committees, shop steward or union contact committees, or delegate to Vancouver and District Labour Council (VDLC) and/or CUPE Metro)</li> <li>• Record of academic achievement (college and university credits) (2 points for each completed year to a maximum of 10 points)</li> </ul> <p>For a maximum of 100 points</p>

Application:	Applications must include a completed application form which includes 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 time for the fall semester.
Selection Committee:	Applications will be juried by a committee consisting of two members of the Library Management Team and two members of CUPE 391 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 \$4,500.00 (\$2,250.00 contributed by VPL and \$2,250.00 contributed by CUPE 391). The Constance Devine Award will recognize one mature student in the amount of \$1,000.00. A Mature Student is classified as an employee with a minimum of ten years of work experience in a library. If none of the applicants meet the minimum eligibility requirement, then consideration will be given to the most senior applicant. If there is more than one eligible candidate, the scholarship will be awarded to the highest scoring candidate.  Awards are paid directly to the educational institution.
Number:	The scholarship fund will sustain eight awards; seven basic awards of \$500 each and one mature student award of \$1,000 (Constance Devine Award). If in a given year there are insufficient qualified library program applicants, up to three of the seven basic awards may include an applicant who is enrolled in a non-library program of study relevant to working at the Library. The Constance Devine Award will only be awarded to an applicant enrolled in a library program.
Application Form:	See the HUB 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 (250 words max.) outlining your course of study and the benefits you hope to gain from this education. For non-library programs, please clearly indicate how the program is relevant to work at the Library. Please clearly and thoroughly respond to the criteria outlined on the application form. Provide all information about 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, Central Library.