

Waterloo Co-operative Residence Incorporated

Scholarship Policy

As approved by the General Manager,
and incorporating all changes through:

23 February 2010

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

Revision History

Date	Revisionist	Summary of Changes
7 May 2008	John Stilla	Policy Creation.
6 January 2009	Cary Hubbard	Update references and grade report with more specific details re: requirements
23 February 2010	Cary Hubbard	Change application components to have intent to live at WCRI included in written essay

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)

PREAMBLE

As the largest student co-op in Canada, WCRI relies heavily on the contributions of its members. In order to acknowledge the efforts of the members who make WCRI a viable and desirable place to live, two scholarships are given out every year. These scholarships are awarded to one new member and one senior member who go far beyond their expected WCRI roles. These members are pillars of the WCRI community, and by embodying the co-operative values and demonstrating an understanding of the co-operative principles, they infuse both the WCRI community and the Waterloo community at large with a sense of vitality, sustainability, and co-operation. This policy describes the application and selection process for the WCRI Scholarship.

DEFINITIONS

- “new member” means a member whose first term living at WCRI was within the scholarship year.
- “scholarship year” means the period of time during which the applicant must have made their contributions to WCRI or the community at large in order to be considered for the WCRI scholarship for that year. The scholarship year always begins in September and ends in August, with the scholarship being awarded in the following November.
- “selection committee” means the group of volunteers, as recruited by the General Manager or delegate, who select the recipients of the scholarship
- “senior member” means a member whose first term living at WCRI was before the start of the scholarship year.

POLICY

1. WCRI will offer two scholarships for each scholarship year. Each scholarship will be valued at \$1000. One scholarship will be available to new members only, and the other will be available to senior members only.
2. The qualifications of recipients vary from year to year. Scholarships are awarded on an individual basis, with no strict criteria set in place. All applicants, however, must demonstrate a contribution to WCRI and to the community at large.
3. All applicants must follow the scholarship application procedure outlined in this policy in order to be considered for a WCRI scholarship. WCRI reserves the right to forego processing any applications from applicants who do not follow the procedure outlined below.

PROCEDURE

Applying for a WCRI Scholarship

4. All scholarship applications must be submitted electronically to <info@wcri.coop>, as a Word Document or PDF, no later than the last Friday of the scholarship year. This date will always be the last Friday in August.
5. All applications must contain four components:

- (1) A written essay focusing on what contributions the applicant has made to WCRI and to the community at large in the past year. In this essay, the following should be highlighted:
 - (a) Why the applicant has contributed in this way;
 - (b) How these acts were co-operative, in line with co-operative ideals and principles;
 - (c) What the applicant has learned;
 - (d) How the applicant has educated WCRI members and members of the Waterloo community;
 - (e) The benefit of the applicant's contributions to the members of WCRI and to the community at large.

A brief statement indicating the applicant's intention to live at WCRI in the future should also be included in the essay.

- (2) Four written references.
 - (a) Of the four written references, at least three must be from sources that can vouch for the applicant's contributions to WCRI or for the applicant's contributions to the Waterloo community as a WCRI member. Examples include, but are not limited to, staff, committee members, management team members, directors, and members of volunteer organizations.
 - (b) Due to potential conflicts of interest, the staff person responsible for recruiting the selection committee cannot, under any circumstances, provide a reference for any applicant.
- (3) A co-operative-focused résumé listing all the ways the applicant has participated in WCRI and the community for as long as they have been a member of WCRI.
- (4) An copy of transcripts, either official or unofficial, to act as a grade report, accompanied by an explanation of the minimum grades required to remain in the applicant's program.

6. A background check will be performed to determine any outstanding fines or performance issues as well as whether the applicant intends to reside at WCRI in the future.

Selection of the WCRI Scholarship Recipients

7. Scholarship recipients are chosen by a committee comprising volunteers from other student housing co-ops. These volunteers will be recruited and trained as follows:

- (1) The General Manager or delegate will begin recruiting volunteers in September following the completion of the scholarship year.
- (2) The selection committee will receive training materials and copies of all applications in late September.
- (3) The selection committee will review applications and make a decision by the third week of October.
- (4) The scholarship recipients will be contacted by the General Manager or delegate in early November.
- (5) The recipients' names will be formally announced by the General Manager or delegate at the Annual General Meeting.