

CREW Network Convention Scholarship Application & Review Process

Scholarship Amount

Award amounts are as follows:

Two \$3,000.00 CDN scholarship for the highest scoring applicant

Arrangements & Expenses

The scholarship will only be applicable to offset expenses and will not cover supplemental activities such as educational tours, learning excursions, meals or dine arounds. All travel arrangements and registrations will be made by the scholarship recipient. Receipts are to be submitted via email to the CREW Calgary treasurer and are eligible for reimbursed up to a maximum of the scholarship amount upon return from the CREW Network Summit/Convention.

The following are considered reimbursable expenses as part of this scholarship:

- Registration Fee for the CREW Network Summit/Convention
- Air Travel for coach/economy class airfare
- The airline fee for one piece of checked personal luggage
- Hotel - Participants are responsible for contacting the hotel to reserve their specific guest rooms. They should identify themselves as part of CREW Network to get the special guest room rates negotiated for the group.
- Transportation between Airport & Hotel - If CREW members are travelling together, shared transportation cost is encouraged.

Expenses not covered by the scholarship and must be covered by the participant:

- Meals & Activities: Generally, a continental breakfast and lunch on the day of the Council Meeting and a reception will be provided by CREW Network as part of the fee to attend the Leadership Summit & Council Meeting. Other meals and activities are optional, and paid for by the attendees. Dine Arounds are optional. Please note that cash will be required to cover meal costs.
- Mini-bar and room service liquor purchases
- Leadership Summits & Council Meetings, Convention and optional tours or activities

Estimated Cost to Attend the Convention

To allow the candidates to estimate their contribution in addition to the scholarship, we propose the following minimum overall budget, based on the Board's budget for delegate attendees:

Registration CDN \$1,275 (approximate conversion from US\$ 1020 early bird by Sep 7, 2018)

Airfare CDN \$600.00

Cab Fare/Transportation CDN \$250

Hotel Room 4 nights @ US \$287 + 17.4% tax /night (single or double, Convention Rate)
(approx. CDN \$1684.50 total in today's Dollars (Conversion rate 1.25)

Food (most meals at the Convention) CDN \$437.50

Total estimated CDN \$4,309.50

Eligibility Criteria

To be eligible for this scholarship, candidates must:

- *Submit a letter of support from their company/employer*
- Be a member in good standing of CREW Calgary (*minimum of one complete calendar year*)
- Have their CREW Biz information up to date, including a photo
- Complete the attached scholarship application
- Be willing to attend all sessions, be an active participant, and submit a short summary of their Convention experience within two weeks of attending the event.

Note that:

This scholarship application is open to all CREW Calgary members including those serving on committees and the board. Scholarships for board members (if available) will be determined by random draw. This scholarship is not transferrable.

Please note that by accepting this scholarship and attending the CREW Network Convention, you are a representative of the Calgary Chapter and are expected to participate responsibly, professionally and fully in all Convention activities.

All application materials must be received at Calgary CREW via email by the deadline noted on the application.

None of the scholarship application materials received will be returned to the applicants and only materials related to successful applicants will be kept on file. All other materials received will be destroyed.

Evaluators will not be disclosed and scores or evaluations will not be available for review.

By submitting an application you consent to our using your name, company, and CREW Calgary involvement on our website and in our communications.

CREW Calgary scholarship recipients are not permitted to defer the scholarship award.

CREW Calgary scholarship recipients may accept additional grants and scholarships from other sources.

The Selection Process

Applications are reviewed by members of the board of directors of CREW Calgary. Each board member evaluates in private and sends score to a designated board member. Points are assigned based on a scoring rubric. At the discretion of the board, results will be discussed or reviewed should clarifications be required or the scoring resulted in a tie.

Recipients will be selected by this review process. Alternates will also be determined, but not notified unless recipients are unable to attend due to unforeseen circumstances. CREW Calgary may also hold a draw of qualified applicants depending on the scholarship funds available for the year.

Submission & Application Deadline

Please submit your applications to the board via email to crew@crewcalgary.com

All applications must be received by **July 31, 2018** at 5 pm. Only complete applications submitted on or before this date and time will be considered.

Notifying Recipients

Recipients will be notified by **August 9, 2018** and announced on the website/e-news. They will also receive an email with directions on how to claim the reward and other relevant information.

Candidates agree to be bound by the following terms and conditions. By entering, candidates release and hold harmless CREW Calgary and all their respective directors, officers, agents and successors from any and all liability from any injuries, loss or damage of any kind arising from or in connection with the scholarship program or any award won. Without limiting the foregoing, CREW Calgary will not be liable for any incorrect or inaccurate information, whether caused by CREW Calgary or its agents or by any technical or human error which may occur in the receipt or processing of entries. CREW Calgary reserves the right at its sole discretion, without advance notice, to terminate or suspend the scholarship program, in whole or in part or modify in any way.