



# **AFP Saskatoon Chapter Professional Development Bursary**

Board approved: February, 2016

## **Purpose**

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The purpose of the AFP Saskatoon Chapter Professional development Bursary is to promote and enhance the professional development of fund development professionals in our area by helping offset the cost associated with attending AFP courses, including CFRE and Basics of Fundraising training; conferences, and workshops. Consideration will also be given to non-AFP sponsored events and conferences provided the applicant provides a rationale of the benefit to their professional development in fundraising. Preference will be given to AFP-Sponsored events and conferences.

## **Amount**

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The AFP Saskatoon Chapter Professional Development Bursary will provide up to \$1,000 towards the cost of registration fees and travel expenses.

## **Eligibility Requirements**

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- The applicant must be a member in good standing of AFP Saskatoon Chapter for at least 3 months prior to submission.
- The applicant must submit application 60 days (if possible) prior to the event.
- The applicant must be employed as a fundraising professional and/or have a position that requires at least 50% of their time to be spent on fundraising activities.
- The applicant may not have received the bursary in the previous 12 months.
- The applicant agrees to provide the AFP Saskatoon Chapter Board a written short testimonial/ report about their experience within 30 days after the conclusion of the event that may be used on our website or in written materials.

## **Applications**

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Applications must be submitted by email to:

- [afpsaskatoon@gmail.com](mailto:afpsaskatoon@gmail.com)



## **AFP Saskatoon Chapter Professional Development Bursary Decision-Making Process**

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1. AFP Saskatoon Administrator receives application via email.
2. Administrator forwards to Awards Chair and copies Awards Committee. Awards Committee is made up of: Awards Chair, AFP Saskatoon Executive (President, President-Elect, Past President, Treasurer, Secretary) NPD Awards Chair (for succession planning), Chapter Administrator (non-voting).
3. Administrator confirms how much is left in that year's budget.
4. Awards Chair confers with Awards Committee and makes recommendation to approve or not and how much. This can be in person or by email; majority rules. In the event of a tie, the Awards Chair's vote decides. In the event of a dispute, the application is forwarded to the full Chapter Board. Awards Chair notes any declared conflict of interest.
5. Awards Chair shares decision with the Board and with the recipient within two weeks of receipt of the application.
6. Administer sends the completed form to Treasurer to initiate payment.
7. Treasurer sends payment to employer within two weeks of decision (cheque made out to employer to avoid tax/income implications), copies recipient, Awards Chair and Administrator on correspondence.
8. Administrator updates AFP Saskatoon chapter website to announce recipient within two weeks of decision. Administrator includes the testimonial on the chapter website.
9. Administrator shares recipient's survey results with Awards Chair to present to Chapter Board at next board meeting. If survey has not been submitted within thirty days of the course/event, Administrator follows up with recipient and informs Awards Chair.