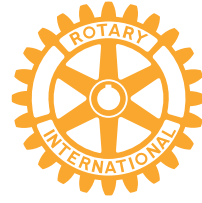


Rotary

District 5020 Scholarships



Scholarship Handbook

Harry Panjer
Rotary Club of Comox
District 5020 Scholarships Chair

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Olympia Capital Centennial Rotary Club
District 5020 Rotary Foundation Chair

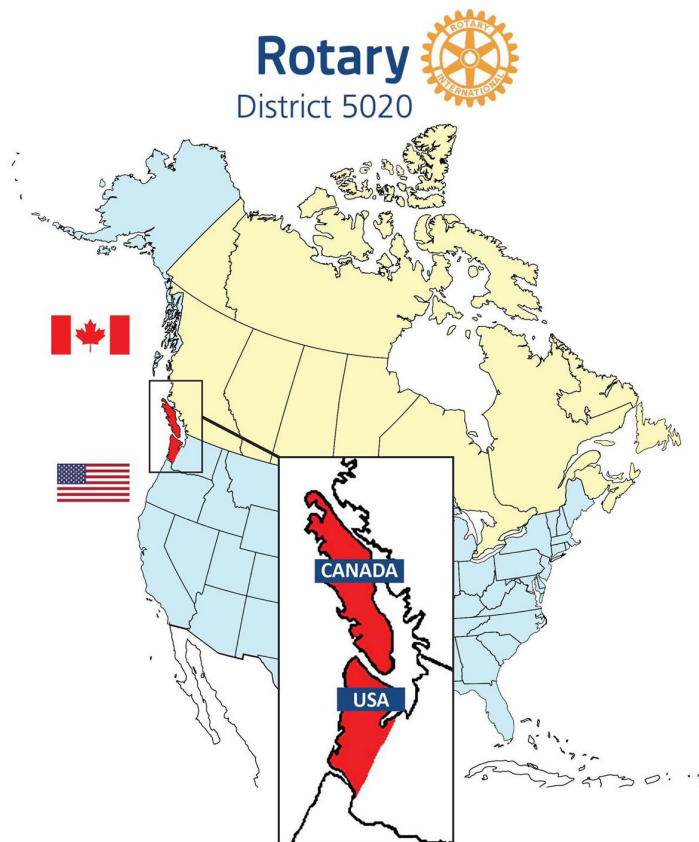


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1. Message from the District 5020 Scholarship Committee

We are pleased to announce that each year Rotary District 5020 (D5020) sponsors a number of District Rotary Ambassadorial Scholarships (DRAS) each valued at US\$ 15,000. The successful candidates may be eligible for an additional US\$ 30,000 (see below). To be eligible for the DRAS scholarship, the applicant's legal or permanent residence or place of full-time study or employment must be within District 5020.

District 5020 scholarship funds can be used to fund one year of post-baccalaureate study at an accredited university in a country other than the USA or Canada, or a university that is a member of a body accepted by the international university community as the equivalent to an accrediting body. Notwithstanding the accreditation or membership above, the D5020 Scholarship Committee may, at its sole discretion decline to fund a particular program of studies at a particular university.

The DRAS Scholar does not need to be registered in a degree-granting program. However the Scholar's study area must support Rotary ideals (to encourage and foster the ideal of service above self) (see www.rotary.org).

If the successful DRAS candidate is accepted into a post-graduate degree program, and the studies are expected to lead to sustainable, high-impact outcomes in one of Rotary International's Areas of Focus (see Section 3), the Scholar may also apply to upgrade the DRAS scholarship to a Global Grant Scholarship (GGS) of US\$ 45,000 from The Rotary Foundation's World Fund. Hence, the successful DRAS candidate could receive either:

The District Rotary Ambassadorial Scholarship (DRAS): US\$ 15,000

or

The Rotary Foundation Global Grant Scholarship (GGS): US\$ 45,000

Both DRAS and GGS recipients are required to study in a country, other than Canada or the USA, where Rotary has a presence so that a Rotary host club can be arranged. Rotary International (RI) does place restrictions on travel to certain countries. Travel concerns are principally related to terrorism (foreign & domestic), political instability, pandemics and serious crimes that can endanger the safety of anyone traveling at RI's expense. Because the situation changes from time to time, the D5020 Scholarship Committee will assist applicants to obtain an updated list of countries where Rotary travel bans exist.

In summary, the DRAS and GGS programs support graduate-level study for career-minded professionals. DRAS funds must be expended within one year of the onset of post-graduate studies, and studies do not need to lead to a degree. GGS recipients must enrol in a postgraduate degree program (of up to four years duration) related to one of RI's Areas of Focus (see Section 3). Subject to The Rotary Foundation (TRF) approval, a GGS scholar may be able to spread the US\$ 45,000 financial support over an entire degree program.

Scholars who receive either the DRAS or GGS funds are expected to be ambassadors of D5020. Scholars are expected to participate in Rotary activities, and their sponsoring clubs, both within D5020 and internationally, should provide opportunities for them to do so. The primary consideration is forging a link between Rotary and future skilled professionals. Both the DRAS and GGS Scholarships require that:

1. DRAS applicants must know where they will apply for postgraduate studies and what program they plan to apply for before submitting the DRAS application to the D5020 Scholarship Committee;
2. GGS applicants must gain their own admission to their selected program of study before the GGS application is submitted to TRF;
3. District 5020 has an agreement with a host District in the country of study; and,
4. Scholarship management is the responsibility of Rotary District 5020. The District's Foundation Chair will be responsible for disbursing these funds in accordance with the Terms and Conditions for District and Global Grants.

Applications for a DRAS scholarship must be received by January 15 for funding to begin in the next Rotary year (July 1 – June 30). Prior to receiving any funds, the candidate must be admitted to his/her program of study.

We understand that the process is complex! The D5020 Scholarship Committee will help guide potential applicants and sponsoring Rotary clubs through the process. We are aware that you may have many questions. This handbook has been compiled to help you.

Lastly, there are several ways in which Rotary clubs can participate hands-on in the scholarship process. These include:

1. Sponsoring a scholar candidate; and,
2. Promoting members to join the D5020 Scholarship Committee.

Please contact the Chair of the D5020 Scholarship Committee at the address below with questions. We will make every effort to maintain our District 5020 website scholarship pages.

Dr. Harry Panjer
Chair, District 5020 Scholarship Committee
165-3399 Crown Isle Drive
Courtenay BC, Canada V9N 9X7
Telephone: 1-250-650-7675 Email: Harry.Panjer@gmail.com

The deadline for DRAS applications is January 15. The DRAS interviews are normally scheduled to take place in February.

2. General Qualifications and Requirements

The D5020 Scholarship Committee follows a two-step application process to identify and select candidates for the DRAS and GGS awards

A. District 5020 Rotary Ambassadorial Scholarship (DRAS)

The D5020 Scholarship Committee receives DRAS applications up to the deadline of January 15. The Committee interviews qualified applicants and the top candidates are selected as the D5020 Ambassadorial Scholars. The Committee may also select one or more stand-by scholars who may be offered the scholarship in the event that one or more of the first-choice scholars cannot use the scholarship in the time frame it was offered.

An applicant should be someone who:

- Possesses excellent leadership skills and potential;
- Has a proven record of success in his or her academic field or vocation;
- Has demonstrated a personal commitment to community service;
- Has well-defined and realistic goals that align with the Rotary ideals and the Area of Focus in which the Scholar has chosen to study;
- Will study in an academic program located in a country other than Canada or the USA;
- Has concrete ideas as to how he or she will make advances within the chosen career field;
- Has a good understanding of Rotary in order to ensure he or she will be a good international ambassador; and,
- Is sincere about maintaining a lifelong relationship with Rotary after the scholarship period.

Candidates must be proficient in the language of study at the university to which they are accepted. Successful candidates will be required to provide evidence of proficiency in the language of study prior to the date of the district interviews. *Costs for language training are NOT a reimbursable scholarship expense.*

DRAS applicants should note the following:

- The applicant must be
 - a permanent resident of D5020; or,
 - a person who is living outside of D5020 temporarily and whose legal or permanent residence is D5020; or,
 - a person who is a full-time student in D5020; or,
 - a person whose place of employment is in D5020.
- The proposed academic program must be a postgraduate level program but does not need to lead to a graduate degree.
- The applicant's previous work in the field of study, and his or her career plans, will be considered when evaluating the application.
- The applicant must submit a DRAS Application prior to the deadline of January 15.

Because The Rotary Foundation enjoys charitable status in both Canada and the USA, and since DRAS and GGS funds originate with TRF, the applicant may NOT be:

- A Rotarian within the previous three years;
- An employee of a club, district, or other Rotary entity, or of Rotary International; or,
- The spouse, a lineal descendant (child or grandchild by blood or stepchild legally adopted or not), the spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in the foregoing two categories in the past three years.

Interviews of applicants will normally be conducted via live electronic media (e.g. Zoom).

The successful DRAS Scholar will be awarded US\$ 15,000 upon providing the proof of acceptance from a university and field of study approved by the Committee. The successful Scholar must begin his or her academic program between July 1 and June 30 of the next Rotary Year.

DRAS funds must be expended within 12 months of starting studies. The scholarship may be used to fund tuition, books and supplies, room and board, and return travel to and from D5020 at the start and completion of studies, in accordance with a pre-approved budget.

During the period of the scholarship, the Scholar must live in the immediate vicinity of the approved study institution and host district so that he or she can participate in Rotary club and district activities of host district.

The Scholar must complete all required reports during and after his or her scholarship time, including submission of receipts for all scholarship-related purchases of US\$ 75 or more.

If a DRAS Scholar is unable to complete the DRAS-funded studies, the Scholar must inform the D5020 Scholarship Chair immediately. The D5020 Scholarship Chair will discuss the circumstances that prevent completion with the Scholar and then make recommendations to the D5020 Rotary Foundation Chair regarding any return of Scholarship funds to D5020.

DRAS Scholarships are awarded with a number of responsibilities and expectations pre-departure, during studies, and upon completion of the program of studies.

Pre-Departure

- DRAS Scholars are expected to be prepared to make at least one presentation to D5020 Rotary Clubs, Assemblies or Conferences explaining why they chose their particular fields of study and how they intend to use their learning to further the Object of Rotary or the Mission of The Rotary Foundation while studying abroad. (see <https://my.rotary.org/en/guiding-principles>).

- DRAS Scholars must arrange for a personal pre-departure briefing and travel orientation, to be arranged by the D5020 Scholarship Chair.
- DRAS Scholars must affirm, in writing, that they have read D5020's DRAS Policy and agree to abide by it.

During Studies

- DRAS Scholars are expected to be prepared to make presentations to Rotary Clubs, Assemblies or Conferences in their host Rotary District. Because D5020 is an international District, DRAS Scholars must be comfortable representing **both the US and Canada** as D5020 Ambassadors. In the event that there are no Rotary Clubs within reasonable proximity of their study locales, DRAS Scholars could make their presentations to other community organizations.
- Within three months of the conclusion of each academic term of their studies, DRAS Scholars must send a written term report to the D5020 Scholarship Chair explaining their academic progress and their expenditures of DRAS Scholarship funds. These reports should be accompanied by a one-page report on major learnings and experiences suitable for publication in D5020 and their Sponsoring Club's newsletters.

Upon Graduation

- During the year after they complete their studies, DRAS Alumni are expected to contact at least one Rotary Club and offer to speak about their DRAS-related experiences.

B. TRF Global Grant Scholarship (GGS)

D5020 will support only the successful DRAS candidates to apply for Global Grant Scholarships. The GGS application must be submitted to TRF by July 1, and the grant must be approved prior to the disbursement of any funds.

Please note the following:

- At the time of the GGS application, the candidate must be admitted to his or her study program.
- The proposed academic program must lead to a postgraduate degree.
- The academic program must be no less than one academic year, but not longer than four years.
- The program of study must be in one of the Areas of Focus established by Rotary International (see Section 3).
- Because the Rotary Foundation enjoys charitable status in both Canada and the USA, and since DRAS and GGS funds originate with TRF, the Scholar may NOT be:
 - A Rotarian within the past three years;
 - An employee of a club, district, or other Rotary entity, or of Rotary International; or,

- The spouse, a lineal descendant (child or grandchild by blood or stepchild legally adopted or not), the spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in the foregoing two categories in the past three years.
- Since the GGS application process starts immediately after completion of the district interviews, all candidates must know the college or university they want to attend by the time of the district interview.
- The applicant's previous work in the field of study, and his or her career plans, will be considered when evaluating the application.
- The standard practice is that the scholar begins his or her academic program between July 1 and June 30 of the next Rotary year.
- TRF will consider each semester or term of a postgraduate degree program a new activity and thereby allow funding for on-going studies and studies in progress. Thus, students who have already begun a graduate program may apply for global grant funds to cover the remainder of their program. However, the D5020 Scholarship Committee must approve both the candidate and budget and the GGS application must be approved by TRF before incurring any expenses or making travel arrangements.
- GGS applications must be submitted at least 90 days before travel approved in the GGS budget to ensure that ticketing can be completed before the scholar's departure date. Rotary has a travel agent to assist scholars for a small booking fee, and this fee can be included in the grant budget.
- The GGS scholarship provides funding of US\$ 45,000 for the selected program of study.
- The Scholar must adhere to residency and reporting requirements as listed for DRAS Scholars.

3. The Rotary Foundation's Areas of Focus

The following Areas of Focus have been established by The Rotary Foundation of Rotary International for study under a Global Grant Scholarship:

1. Peacebuilding and conflict prevention/resolution

Scholars in this area are expected to study ways to prevent and mediate conflict, and to support peacebuilding in communities and regions affected by conflict.

Preferred academic programs include conflict prevention/resolution, peace and justice studies, and international relations or law with a specialization in peace and conflict;

- Programs that will be considered favorably include those that focus directly on peace and conflict issues;
- Programs that will not be considered favorably include those that relate to general international relations or law.

2. Disease prevention and treatment

Scholars in this area are expected to study ways to prevent disease and promote health by:

- Improving the capacity of local health care professionals;
- Promoting disease prevention programs, with the goal of limiting the spread of communicable diseases and reducing the incidences of and complications from non-communicable diseases;
- Enhancing the health infrastructure of local communities;
- Educating and mobilizing communities to help prevent the spread of major diseases;
- Preventing physical disability resulting from disease or injury.

Preferred academic programs include public health, advanced degrees in nursing and medicine.

3. Water, sanitation and hygiene

Scholars in this area are expected to study ways to ensure that people have sustainable access to water and sanitation by:

- Providing equitable community access to safe water, improved sanitation and hygiene;
- Strengthening the ability of communities to develop, fund and maintain sustainable water and sanitation systems;
- Supporting programs that enhance communities' awareness of the benefits of safe water, sanitation and hygiene.

Preferred academic programs include water science/engineering, water management, environmental science, epidemiology, and parasitology.

4. Maternal and child health

Scholars in this area are expected to study ways to improve the health of mothers and their children by:

- Reducing the mortality and morbidity rate for children under the age of five;
- Reducing the maternal mortality and morbidity rate;
- Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children.

Preferred academic programs include epidemiology, nutrition, global health, public health, and health promotion and degrees in nursing and medicine.

5. Basic education and literacy

Scholars in this area are expected to study ways to ensure that all people have sustainable access to basic education and literacy by:

- Involving the community to support programs that strengthen the capacity of communities to provide basic education and literacy to all;
- Increasing adult literacy in communities;
- Working to reduce gender disparity in education.

Preferred academic programs include education, literacy, curriculum development, special education, and school administration.

6. Community economic development

Scholars in this area are expected to study ways to invest in people by creating sustainable, measurable and long term economic improvements in their communities and livelihoods by:

- Building the capacity of entrepreneurs, community leaders, local organizations, and community networks to support economic development in impoverished communities;
- Developing opportunities for productive work;
- Reducing poverty in underserved communities.

Preferred academic programs include social science degrees with a specific focus on community economic development, and business degrees tailored for social business or microcredit.

- Programs that will be favorably considered include those that:
 - Focus on grass-roots economic development strategies;
 - Focus on addressing economic issues of poor and underserved communities;
 - Support social business development, such as a tailored track within a Masters of Business Administration program;
 - Include “community development” in the name of the program or tailored track.
- Programs that will not be considered favorably include those that
 - Focus on purely theoretical or macro-level economics;
 - Support general private business development, such as a masters of business administration;
 - Connect in a general way to the field of community development but do not include “community development” in the name of the program or tailored track.

The applicant’s career plans as they relate to economic and community development:

- Careers that will be considered favorably include those that either (1) focus on improving the economic well-being of poor and underserved communities, or (2) are in a non-profit or social enterprise environment.
- Careers that will not be considered favorably include those that focus on general business activities in a private or corporate environment.

7. Supporting the Environment

Scholars in this area are expected to study ways to support the improvement of the environment for the benefit of humanity by developing strategies or programs that ultimately benefit the environment in which we live, locally or globally.

Preferred academic programs include environmental science, and any program that emphasize the improvement of environment as a strategy to benefiting the quality of life both locally or globally.

4. Timeline for Selecting a Scholar

Scholars wishing to begin study during should follow the following timeline:

Autumn of Calendar Year prior to Year in which Study Begins

- Review the scholarship handbook and application form posted on the Rotary District 5020 website <https://www.rotary5020.org/foundation-support/scholarships> .
- **Find a Rotary Club in D5020 that will sponsor your application.** Candidates are advised to contact a club several months in advance of the application deadline.
- Meet with your sponsoring Rotary Club who will arrange to interview potential applicants to determine if they are willing to sponsor the application. If the Club decides to endorse the applicant, the Club will assign a member to mentor the applicant.
- The Club mentor will work with the applicant to ensure the application is complete and submitted in a timely manner.

January 15 prior to Rotary Year in which Studies Begin

- Clubs must submit all required documents to the D5020 Scholarship Chair by this date. The scholar must have identified the university that he or she wishes to attend.
- The D5020 Scholarship Chair must receive all supplemental documents required for the application by the application deadline.
- The D5020 Scholarship Chair acknowledges receipt to both applicant and Rotary mentor (copy to the Club President and Assistant Governor) and provides the applicant and mentor information related to the interview process, location, date and time.

February

- District interviews are typically held electronically (e.g. over Zoom). Dates are to be confirmed by the Chair.
- If, for any reason, the candidate is unable to be interviewed on that date, he or she will not be eligible to receive a scholarship if alternate arrangements have not been made in advance with the Scholarship Chair.

- Within one week of the interviews, applicants are informed of interview results.

February – June

- Based on the Committee's recommendations, the District Scholarship Chair and another Committee member assist the applicant to complete the application for a Global Grant Scholarship.
- The GGS application must be submitted to TRF for processing before June 30.
- The GGS application must be approved prior to incurring any expenses in the GGS budget.

July 1 – June 30 of the Rotary Year in which Studies begin

- Scholars arrive in country and begin studies.

5. Sponsoring or Hosting a D5020 DRAS or GGS Scholar

Roles & Responsibilities of a D5020 Sponsor Club & Counsellor/Mentor

Each D5020 Club may sponsor one DRAS applicant each year. Sponsoring clubs are expected to:

- Interview their applicants to ensure suitability;
- Appoint a club member to serve as the applicant's Scholarship Counsellor/Mentor;
- Provide a written endorsement of their applicants;
- Assist the candidate in completing the scholarship application;
- Prepare the candidate for the club and/or district interviews, including familiarizing their applicant with the Object of Rotary, the Mission of TRF, and the characteristics of D5020;
- Submit the application to the D5020 Scholarship Chair by the deadline of January 15;
- Finance their applicants' travel to District Interviews, if necessary;
- If the candidate is successful, consider supplying the scholar with club banners to exchange while abroad; and,
- Stay in contact with the scholar during their term abroad and for at least a year thereafter.

Receiving District Host Club Responsibilities

The D5020 Scholarship Committee will endeavour to find a host Rotary Club for each of its Scholars. Host clubs are expected to:

- Appoint a Mentor to personally meet and welcome the Scholar;
- Help the Scholar secure speaking engagements; and,
- Assist the Scholar with any issues that may arise during the Scholar's stay.

Roles & Responsibilities of the D5020 Scholarship Committee

- Promote the opportunity within District 5020 through a variety of media.

- Assist the Club Counsellor/Mentor and/or the candidate in completing the scholarship application and preparing for the club and district interviews.
- Assist the candidate in identifying any relevant applications or other deadlines that the candidate may need to consider.
- Select candidates (and one or more back-up candidates) through an interview process.
- Appoint a Committee member to serve as the successful candidates' Scholarship Counsellor/Mentor.

Before the GGS application is submitted

- Ensure the candidate meets the deadlines for submission of their applications to graduate studies programs in one of the Areas of Focus (see Section 3).
- Verify that the candidate has been accepted to graduate studies in an accredited university in a country other than Canada or the USA where Rotary has a presence so that a Rotary host club can be arranged.
- Find an international Host Counsellor/Mentor. Early contact between host and sponsor can help facilitate the Scholar's transition in the host country.
- Help the candidate use the TRF web site to input information on the GGS application. This will require a Member Access User Name and Password for the candidate.
- Assist the candidate in creating a realistic budget, for tuition and living expenses as required for the GGS application.

After the GGS application is submitted

- Inform the candidate of any requests for additional information from the Scholarship coordinator at The Rotary Foundation (e.g., questions from the TRF review committee regarding the application).

After the GGS application is approved

- Inform the candidate of any requests for additional information from the Scholarship coordinator at The Rotary Foundation (e.g., travel through the Rotary International Travel Services (RITS), travel insurance through TRF).
- Arrange for the scholar to attend an orientation program in District 5020.
- Arrange visits to Rotary club meetings, district functions, and other Rotary-related events.
- Provide the candidate with business cards, with the Rotary emblem and their picture, as well as information about the International and Host Districts.
- Develop and clearly communicate payment requirements and reporting schedules to the Scholar. Provide him or her with a copy of the approved budget and clearly communicate expectations about eligible expenses for each line item (e.g., groceries, yes; personal travel outside of the direct requirements of the study/internship program, no).
- Obtain banking information from the Scholar. TRF will transfer funds to the District, and upon approval of the District Foundation Chair, scholarship funds will be sent directly to the student by online bank wire transfer. Payment details and dispersion

of funds must be agreed upon in advance with the Scholar, the D5020 Scholarship Chair and the District Foundation Chair.

During the scholarship period

- Maintain regular correspondence with Scholars in order to share news with the Committee, fellow Rotarians, their host club, clubs within D5020 and to enable the Scholars to relate news about their host clubs.
- Encourage Scholars to share concerns or problems experienced abroad. Scholars may sometimes feel uncomfortable about involving the host counsellor in a sensitive issue.
- If the scholarship is longer than 12 months, collect interim reports from the Scholar for submission to The Rotary Foundation and receipts for expenses of US\$ 75 and more for the retention and reporting requirements for the District 5020 Audit Committee for their scholarship year.

After the scholarship

- If possible, arrange to meet and welcome the Scholar home.
- Help the Scholar arrange speaking engagements at clubs in D5020. Such events give club members the opportunity to learn about the Scholar's experiences and help publicize the Foundation and its scholarship opportunities.
- Ensure that the Scholar submits a final report through the TRF website, with applicable receipts.
- Encourage the Scholar's participation in any Rotary alumni activities available in the district in which he or she resides after the scholarship term.
- Maintain communication with the Scholar and keep track of their current address.
- Finally, follow-up, communicate, and be p-a-t-i-e-n-t.

6. Checklist: D5020 Ambassadorial Scholarship Application

As a reminder and before the DRAS application is submitted, please note the following:

- All applicants **MUST** be a permanent resident of D5020, or a resident of D5020 who is temporarily living outside of D5020.
- Each application **MUST** be sponsored by a Rotary Club in D5020.
- The Rotary year runs from July 1 – June 30.
- Application forms and all required documents must reach the D5020 Scholarship Chair by January 15 for programs to begin in the next Rotary year.
- It is the responsibility of the applicant and Club Mentor or Counsellor to ensure that all documents are submitted in a timely manner.

APPLICATION CHECKLIST

Required documents include:

- **Completed Application Form**
- **Essay**
- **Rotary Club Endorsement**
- **Recent Photograph of Applicant**
- **Applicant's Certification** (signed and dated)

Note that if more information is required, additional pages may be added to any section of the application.

In addition, the following documents should be sent **DIRECTLY** to the D5020 Scholarship Chair and must reach the D5020 Scholarship Chair by the application deadline of Jan. 15:

- **Letters of Reference – Academic/Employer/Supervisor Recommendation**
We recommend a **minimum of three** detailed letters of reference.
- **Language Ability Form** - required if the candidate intends to study in a country where the native language or language of study is not English.
- **Academic Transcripts** – the candidate's most recent transcripts, sent directly from academic institution to the D5020 Scholarship Chair. Note that if the candidate has not completed their undergraduate degree at the time of application, the final official transcripts will be required prior to final approval of a scholarship.

7. Comparison of D5020 DRAS and GGS Scholarships

D5020 DRAS Scholarship	TRF Global Grant Scholarship
<ul style="list-style-type: none"> • One-time award of US\$ 15,000 from District Designated Funds 	<ul style="list-style-type: none"> • One-time award of US\$ 45,000 from TRF
<ul style="list-style-type: none"> • Supports one year of study in a post-baccalaureate program 	<ul style="list-style-type: none"> • Supports one to four years of study in a post-baccalaureate program •
<ul style="list-style-type: none"> • The approved program does not need to result in a degree 	<ul style="list-style-type: none"> • The approved program of studies must lead to a graduate degree
<ul style="list-style-type: none"> • Studies must relate to the Object of Rotary or the Mission of the Rotary Foundation 	<ul style="list-style-type: none"> • Studies must relate to one of TRF's Areas of Focus
<ul style="list-style-type: none"> • Studies must take place outside of the US and Canada 	<ul style="list-style-type: none"> • Studies must take place outside of the US and Canada
<ul style="list-style-type: none"> • Proof of university acceptance is required before funds are disbursed to Scholars 	<ul style="list-style-type: none"> • Proof of university acceptance required at time of GGS application
<ul style="list-style-type: none"> • A DRAS may be upgraded to a GGS 	<ul style="list-style-type: none"> • Candidates must show clear intent to pursue a career in field of study
<ul style="list-style-type: none"> • D5020 selection of Scholars is final 	<ul style="list-style-type: none"> • D5020 and TRF selection of Scholars is final