

December, 2018

**Columbia Basin Trust Youth Community Service Award**

Thank you for your continued support in distributing information about and adjudicating Columbia Basin Trust’s Youth Community Service Award. Please review the details carefully.

# Award Information

* The $2,000 award supports volunteerism but is not tied to post-secondary education. Eligible recipients therefore include students not intending to attend post-secondary education.
* This award is open to all graduating students in your community, not just those attending your secondary school. Applications must be submitted to the public secondary school that the applicant either attends or is nearest to where they reside to be considered.
* The number of awards to distribute is determined by the size of the graduating class. Classes with up to 25 students will be eligible to distribute one award, classes of 26-75 will be eligible to distribute two and classes with more than 75 students will be distribute to receive 3 awards.
* There is a separate application form to apply. [www.ourtrust.org/ycsa](http://www.ourtrust.org/ycsa)
* The Trust has not set a deadline for applications. Please ensure a deadline is set for these applications which aligns with your procedures and is made available to all graduates in your community.
* Public schools are subject to the *Freedom of Information and Protection of Privacy Act* and must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal of personal information.
* Please return all submitted application forms to the Trust with the courier package that the Trust will send out to you.

# Selection Process

* The selection will be made by a committee organized by the local public secondary school.
* Where it has been determined there are no successful or qualified candidates in a community, the award will not be offered.

# Distribution of Funds

* The Trust will provide an award certificate to be given to the award recipient(s) at the graduation ceremony with instructions on how to receive the funds.
* A representative from the Trust may be available to attend the ceremony. Please inform the Trust of your ceremony information as soon as it is available.
* The school must notify the Trust of the award recipient(s).
* The award recipient(s) must inform the Trust of their Social Insurance Number before the funds are released.

# Award Evaluation

* The Trust has begun an evaluation process of its youth programming which includes this award. If you have any feedback on this award or recommendations for supporting youth in other ways please let us know.

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