



never losing sight of
students and the
learning enterprise



J. David McLeod Assistantship Fund

WARUCC Assistantships were created in 1991 to assist members undertaking professional development, research, education or other professional activities that will be of benefit to the registrarial profession. In 2009, the Assistantship was renamed in memory of J. David McLeod, Past President, in honor of his outstanding contributions made to the development of the profession in Western Canada.

Note: *The Assistantship Fund is not intended to finance attendance at WARUCC or ARUCC conferences.*

Eligibility: Assistantships shall be limited to full and full voting members of WARUCC who have been involved in a registrarial or related function for a minimum of two years. Applicants must have demonstrated to their Registrar/Director a clear and proven interest as well as a potential to make a valuable contribution to the registrarial profession. The Registrar/Director must endorse the application before the WARUCC Awards Committee can consider it.

Awards: WARUCC will allocate up to \$5000 annually to support the Assistantship Fund. The specific number and value of awards made in any year depends upon the number of supportable applications and the funding requests associated with them. The funds are intended to cover the costs of an individual's professional development, for example the costs of course tuition, books and/or fees. The funds are not to be used for institutional activities. Where possible, no institution will receive more than one Assistantship at one time to ensure distribution across WARUCC institutions. An individual is responsible for covering their own costs and should submit their receipts directly to the WARUCC Past President once the individual has received confirmation of payment and the course/activity has commenced, or costs have reached the value of the award.

WARUCC Assistantship Fund recipients are expected to present at the next WARUCC conference in order to share their professional development with the association. An alternate way to share an experience would be to contribute to a WARUCC newsletter with a significant written entry. An individual must inform the Executive of the way in which they intend to fulfill this expectation prior to the funds being disbursed.

Awards Committee: The Awards Committee shall comprise the four WARUCC Members-at-Large (MAL) and the WARUCC Past President who shall chair the committee. If a committee member applies for an Assistantship, then that committee member abstains from the discussion and the decision of granting the awards.

Application Procedures: Completed application forms must be submitted by the applicant to the applicant's Registrar/Director who must endorse the application in writing and submit to the WARUCC Past President (for consideration of the Awards Committee). Late applications may be considered if funds are available.

Received applications will be reviewed by the Awards Committee no later than June 30. The Chair of the Awards Committee shall contact all applicants and advise them of the results with copies to the applicant's Registrar/Director and the WARUCC Treasurer.

WARUCC J. David McLeod Assistantship Fund Application Form

Name
Position
Years in Position
E-mail Address

Institution Name
Institution Address
Work Telephone #:

Instructions:

Please attach a brief description (one page maximum) of your proposed professional development activity/program and its costs.

Discuss how your proposed program relates to your duties (one page maximum).

On the attached, include the amount of funding requested.

Applicant Declaration: In making application for this Assistantship, I understand that if chosen for the Assistantship that I must present at the next WARUCC conference or make a significant contribution to a WARUCC newsletter.

Applicant's Signature

Date of Application

Registrar/Director's Declaration: In supporting this application, I understand that my institution will be expected to cover the full value of the award until the professional development activity is complete; then, if accepted as the recipient, WARUCC will disperse the Assistantship in one installment, by cheque, to the recipient's institution.

Registrar/Director's Signature

Date
