

2018 Education Scholarship

SITE Canada, the Society for Incentive Travel Excellence, is providing its members with the opportunity to win one of three educational scholarships to attend the SITE Global Conference, January 12 – 14, 2018 in Rome Italy. Each scholarship, in the amount of \$2500 CAD, will be awarded to a successful SITE Canada member applicant as a contribution toward expenses to attend the conference.

Eligibility and requirements for submission:

- Must be a member in good standing of the SITE Canada Chapter. Please note this is a member from any discipline (Supplier and Buyers).
- Submit an essay of 750-1000 words, detailing the following:
 - ✓ How your SITE membership benefits you.
 - ✓ Why you wish to go to the conference and how you believe you can share your experience to benefit the other SITE Canada members.
 - ✓ How this can benefit your future professional goals.
- Submit activities based on the criteria outlined in this document. All activities require documentation to accompany the submission. Supporting documents could include receipts from education events, chapter meetings or webinars, copies of articles written, speaking engagements, etc.
- Supporting documentation and submission details should cover the last four years only.
- The Scholarship will not cover all costs for the conference. The recipient will be expected to cover the cost differential.

Scholarship Specifics:

- Three (3) \$2500 scholarships are available for a maximum of three (3) qualified members to attend the 2018 SITE Global Conference. The scholarship money is to be applied to costs associated directly with attending the 2018 SITE Global Conference: specifically airfare, registration fee, accommodation, meals during the conference that are not included in the program (excluding alcohol), airport transfers or airport parking charges. Original receipts are required for reimbursement to a maximum of \$2500 Canadian dollars in Canadian funds per scholarship winner.

- The scholarship is non-transferable.
- The selected candidate is expected to attend all sessions and activities during the events.
- A written report must be submitted to SITE Canada office within 30 days of the conference. This report will be printed in SITE Canada's newsletter, *SITElines*, and/or on the SITE Canada website.
- Deadline for submission is **Friday August 4th, 2017**. Submissions received after this date will not be considered. Scholarship applications should be sent to the SITE Canada office via:
 - email office@SITEcanada.org
 - fax 905-567-7191 or
 - mail 6700 Century Ave., suite 100, Mississauga, ON L5N 6A4
- Submissions will be reviewed by the Scholarship Selection Committee, which consists of three SITE Canada Board Members and two members at large.
- Preference will be given to applicants who have not received a scholarship award in the past two years.
- Any questions regarding the Scholarships or the application process should be directed to the SITE Canada office.
- All candidates, including the successful applicants, will be informed of the Committee's decision no later than **Thursday August 31, 2017**.
- The SITE Canada office must be notified, in writing, no later than one month before the conference if you are unable to travel. Any costs related to the cancellation, will be the sole responsibility of the recipient. Consequently, trip cancellation insurance is highly recommended.

Please note: failure to comply with any of the above may result in non-payment of scholarship funds to the winner.

Education Scholarship Evaluation Criteria

Credit for points is only given for activities during the past four years unless otherwise specified.

- **SECTION 1 – SITE CANADA MEMBER – Write an essay of (750-1000) words (MAXIMUM 25 POINTS)**
 - ✓ How your SITE membership benefits you.
 - ✓ Why you wish to go to the conference and how you believe you can share your experience to benefit the other SITE Canada members.
 - ✓ How this can benefit your future professional goals.
- **SECTION 2 – INTERNATIONAL VOLUNTEERISM (MAXIMUM 10 POINTS)**
 - ✓ SITE International committee involvement
(5 points per year)
- **SECTION 3 – VOLUNTEERISM WITH SITE CANADA (MAXIMUM 25 POINTS)**
 - ✓ Served as an active member of (a) SITE Canada Committee(s)
 - ✓ Provide a detailed description of your volunteer activities. Please include volunteer experience on committees with SITE Global and SITE Canada. Name the committee(s), explain your roles and responsibilities and how much time you invested in each volunteer position.
(3 points per committee, 5 points for board involvement, up to 10 points per year)
- **SECTION 4 – EDUCATION (MAXIMUM 20 POINTS)**
 - ✓ Attendance at SITE Canada Chapter Meetings & Events and Education Day
(2 points per event per year)
 - ✓ Attendance at SITE International Conferences
(2 points per conference)
 - ✓ Certification of CIS or CITE
(Maximum 1 point)
- **SECTION 5 – PUBLICATIONS/SPEAKING ENGAGEMENTS (MAXIMUM 10 POINTS)**
 - ✓ Article submitted for other industry publications
(2 points per article)
 - ✓ Public speaking engagements at educational institutions, other association meetings, industry events
(2 points per engagement)
- **SECTION 6 – RECRUITMENT (MAXIMUM 10 POINTS)**
 - ✓ Recruitment of new SITE Canada members in the past 2 years.
(2 points awarded for each new member recruited)

Total: 100 points

Note: Please submit supporting documentation including copies of articles, speaking engagement dates, registration receipts, specify on which SITE committees you were an active volunteer and any other information that you can provide to supplement your application.

Education Scholarship Application

As a member in good standing with the SITE Canada Chapter, I wish to apply for the 2018 SITE Canada Education Scholarship, to attend the SITE Global Conference in Rome, Italy, January 12 – 14, 2018.

Enclosed with this application form is my submission and all supporting documentation.

Name:		
Company:		
Address:		
City:	Province:	Postal Code:
Telephone:		
E-mail:		
SITE Membership Number:		
Date joined SITE:		
Position and description of current job duties:		
Years in Present Position:	Years in Profession:	
Have you received a SITE Scholarship in the past?: Yes No		
Please advise the dates and details:		
Is there anything else that you would like the committee to know in considering your application? If so, please explain:		

**DEADLINE FOR SUBMISSION
FRIDAY, AUGUST 4, 2017**