



**Report on Ontario Council Club
Scholarship Survey
Fall 2023**

Contents

1.0	Purpose and Methodology	3
2.0	Major Conclusions.....	4
3.0	Findings	6
3.1	Management of the Scholarship Process	6
3.1.1	Committees and Terms.....	6
3.1.2	Methods of Generating Scholarship Funds	7
3.1.3	Management.....	8
3.1.4	Application/Distribution and Promotion Process for Scholarships.....	10
3.1.5	Criteria for Scholarship Recipients and Recognition Methods.....	13
3.2	Amounts Raised by Ontario Council Clubs for Scholarships.....	16
3.3	Opportunities for Innovation.....	16
	Appendix 1 – How funds are Managed or Invested	19
	Appendix 2 - Additional comments	21
	Appendix 3 - How to become incorporated including who can give a tax receipt.....	23
	Appendix 4 - Fundraising Activities.....	24
	Appendix 5 – Survey	25

1.0 Purpose and Methodology

The purpose of this survey of Ontario Council (OC) clubs regarding scholarships was to:

- get a snapshot of how clubs manage the process,
- identify and share commonalities,
- identify and share best practices,
- explore potential opportunities for innovation

The survey was developed in Survey Monkey and distributed via email to the Presidents of the 48 Ontario Council clubs. Presidents were asked to have the appropriate person in the club respond to the questionnaire or to provide the information themselves.

Of the 48 clubs contacted, only two surveys were unusable as only one question in each survey was answered. In eight cases, more than one person from a club submitted a survey and for each of these clubs the responses were reviewed and combined to provide one single survey per club. Thus, this report works with a base of 45 clubs' responses.

The persons responding to the survey differed amongst the clubs – sometimes it was the President, herself; other times it was the Chair of the Foundation Committee or Education Committee and occasionally a different member altogether.

The specificity of information contained in the returned surveys varied. Many survey responses were very detailed while others provided only minimal information. In several cases, respondents did not answer all relevant questions thus the bases (i.e. number of respondents) for questions differ from those expected.

Note that club names have been stripped from answers.

Scholarships, bursaries and awards are technically different (Scholarships are awarded based on academic merits, such as achieving a certain grade point average (GPA). Bursaries are granted based on financial need. Awards are granted based on various criteria, including leadership and community involvement. Source: <https://students.senecapolytechnic.ca/spaces/206/financial-aid/forums/financial-awards/4654/what-is-the-difference-between-a-scholarship-award-and-bursary>). For the purposes of this survey and report, the terms are used interchangeably and are not distinguished.

Ontario Council wishes to thank all member clubs which participated in this survey.

Ontario Council would also like to acknowledge the work of Joyce See (RD Ontario South and project lead), Ingrid Sproxton (Chair Communications and Survey Monkey guru), Wendy Taylor (RD Ontario North), Niki Carlan (Chair Legislation) and Sandra Shaw (Chair Advocacy) in the development of this survey, collection, collation, analysis and interpretation of the data, and the writing of this report.

2.0 Major Conclusions

1. The vast majority of OC clubs have a committee which oversees or liaises with a third party in the decision making and distribution of club scholarships.
2. Generating the monies for scholarships, for the most part, includes both fundraising activities and donations from membership dues. Planned giving does not appear to be a widespread avenue for generating scholarship monies and is worth examining for future funding by clubs which do not currently have this as part of their mix.
3. Although requested, respondents did not provide a great deal of information regarding the types of fundraising activities used. This may be explored further by Regional Directors in their discussions with clubs and reported separately.
4. Clubs are almost equally split in terms of managing funds internally for scholarships versus utilising arm's length organisations. GICs are a common investment tool for managing funds.
5. Interestingly, the majority of clubs reported that their scholarship process was not incorporated yet the majority of clubs provided tax receipts to donors. This issue requires further exploration as management of club scholarships may or may not be incorporated: they must be a registered charity with Canada Revenue Agency (CRA) in order to issue tax receipts.
6. Most clubs promote their scholarship application period through local high schools. Nevertheless, some may also use partnerships with community groups and/or other organisations to raise awareness of the timing of the process. Those clubs which use arm's length organisations may allow/expect the other group to promote their scholarships.
7. Club websites were also frequently listed as a site for announcing scholarship availability.
8. The scholarship committee of a club is responsible for candidate selection except in cases where an arm's length group is used. In this latter case the club usually provides the third party with the criteria for candidate selection and leaves the selection process up to the third party. For some clubs, this causes a disconnect between recipients and the club as the club is not informed regarding who the recipients are.
9. On-line applications are more common than mail/personal drop off but clubs noted that many applications are routed through local high schools. This begs the questions whether applications are vetted by the school, whether an application process actually exists, whether students are specifically selected to apply or whether a wide audience at the school is advised of the opportunity to apply.

10. Multiple criteria are used by most clubs to identify (or to direct third parties to identify) candidates for scholarships. Female (or identifying as female), GPA, financial need and involvement in extra curricular activities were each named by over half the clubs as criteria for selection. Targeting specific ethnic communities was not widely used.
11. Although recipients of scholarships are unveiled to club members by most clubs, only about a third publish the recipients' names through media and only a little more than third provide a celebration for the recipients. As noted, some clubs are not made aware of the recipients' names by their arm's length selection and fund distribution organisation.
12. Based on this survey, in the past year, OC clubs distributed almost \$522,000 in scholarship funds to Ontario's students (mostly female). Between 430 and 440 scholarships were given out by the OC clubs.
13. Respondents may consider adding additional criteria for scholarships based on a predetermined list provided. Most acceptable additions would be Year 2 post-secondary students, newcomer women, youth from families with no history of post-secondary education and providing monies for child support for women returning to school (wrap around support).

3.0 Findings

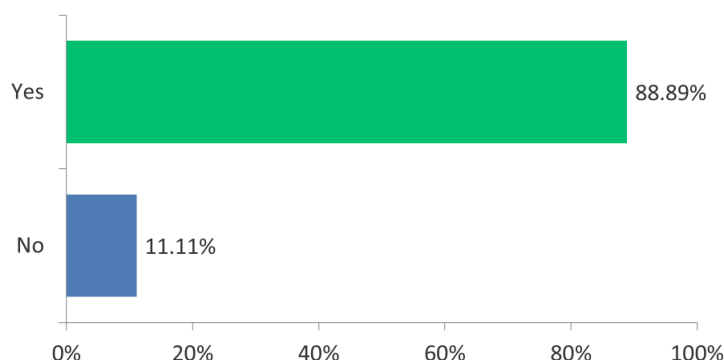
3.1 Management of the Scholarship Process

3.1.1 Committees and Terms

Forty-five clubs responded to the question “do you have a dedicated scholarship committee?”. The vast majority (89% or 40) responded “yes” while only 11% (5) responded in the negative.

Q9: Do you have a dedicated scholarship committee?

Answered: 45 Skipped: 1



Powered by SurveyMonkey

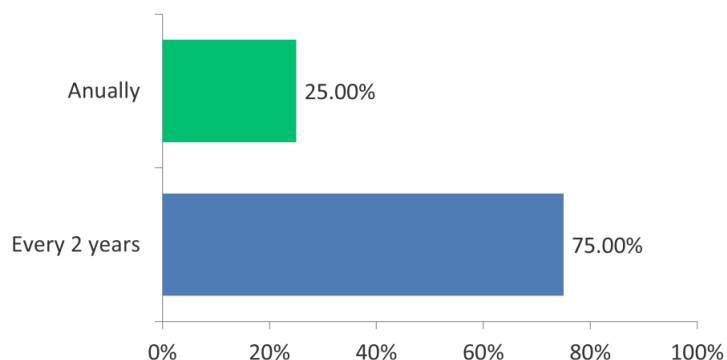
ANSWER CHOICES	RESPONSES	
Yes	88.89%	40
No	11.11%	5
TOTAL		45

Only sixteen of the forty clubs which have a dedicated committee selected one of the two pre-coded responses to the question “how often does this committee turn over its membership?”. Four (25%) indicated an annual turnover and 12 (75%) said their committee turned over every two years. However, there were numerous ‘other’ responses to how often the dedicated committee turned over. A couple mentioned every three years based on the Trust or Foundation bylaws while a couple of others outlined that their Trust/Foundation had six-year terms. Other responses noted that the term very much depended on the member and their level of interest. Notably, the term for some clubs was based on the treasurer’s term of office, with a couple outlining a four-year term for this position.

It was clear that many clubs have succession planning challenges which have changed the parameters of turnover for the scholarship committee. Some will have members of the committee stay on indefinitely because there are no volunteers to replace these members. What have been normally one-year terms in a couple of clubs have been extended.

Q10: How often does this committee turn over its membership?

Answered: 16 Skipped: 30



Powered by SurveyMonkey

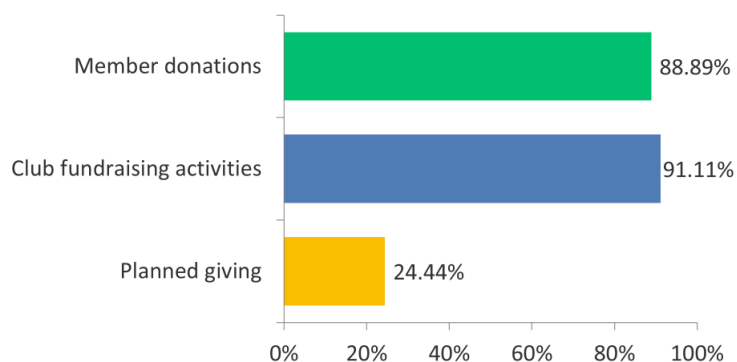
ANSWER CHOICES	RESPONSES	
Anually	25.00%	4
Every 2 years	75.00%	12
TOTAL		16

3.1.2 Methods of Generating Scholarship Funds

Clubs clearly used multiple methods for collecting/raising funds. Almost all used both member donations (89%), and club fundraising events (91%). Only a quarter of the clubs collected monies through planned giving (24%).

Q5: How are funds for scholarships collected by your Club? Please check all that apply.

Answered: 45 Skipped: 1



Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
Member donations	88.89%	40
Club fundraising activities	91.11%	41
Planned giving	24.44%	11
TOTAL		92

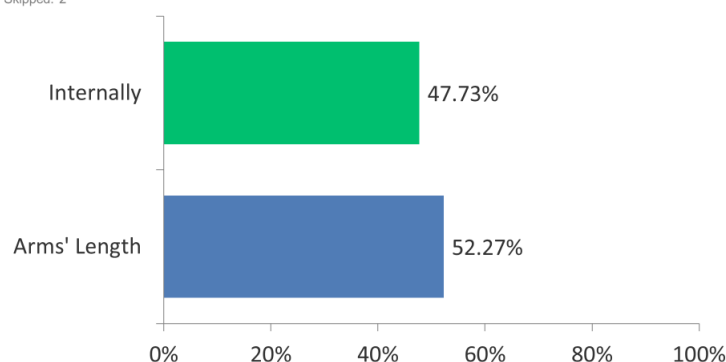
Clubs were asked to give examples of their fundraising activities in two categories, annual (A) events and member (M) events. Very few responses were received (five in total for both categories). Examples included: lobster dinner (A), book sales (A)(two clubs), an auction (M) and book sale (M).

3.1.3 Management

Almost half (48%) of the clubs stated the process for managing their scholarship award process was internal to their club while the other half (52%) reported the process was arm's length.

Q7: Does your Club manage the scholarship award process internally or is it handled by an arm's length process (e.g. third party, club foundation)?

Answered: 44 Skipped: 2



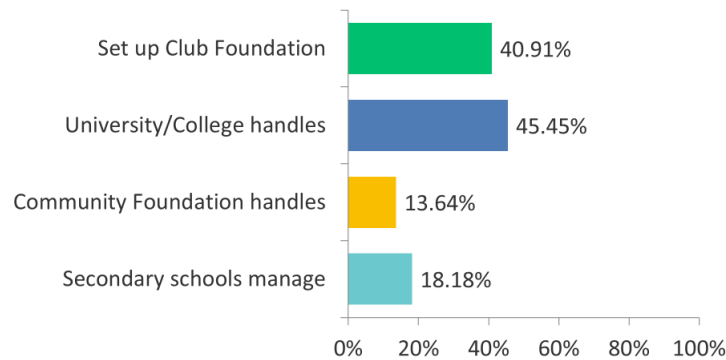
Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
Internally	47.73%	21
Arms' Length	52.27%	23
TOTAL		44

Amongst the 23 clubs which managed their scholarship awards through an arm's length arrangement, nine said they set up a club foundation, ten indicated the process was managed by a local university or college, three used a community foundation and four identified their local secondary schools as managing the funds (note: four clubs provided more than one response).

Q8: If managed through an arm's length process, is the process through a third party or have you set up a Foundation?

Answered: 22 Skipped: 24



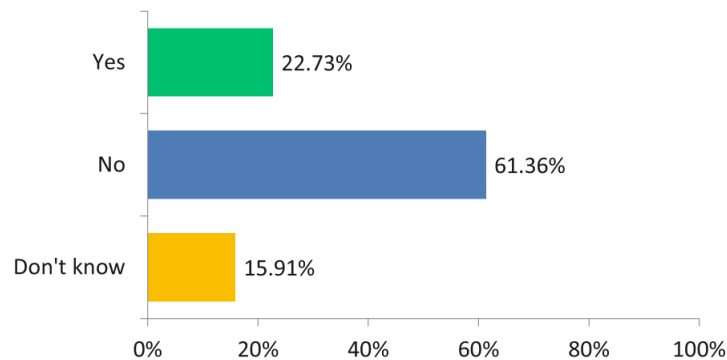
Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
Set up Club Foundation	40.91%	9
University/College handles	45.45%	10
Community Foundation handles	13.64%	3
Secondary schools manage	18.18%	4
TOTAL		26

Asked “is your scholarship process incorporated?”, 44 (of 46) clubs responded. Almost a quarter (23%) of the clubs acknowledged that the process is incorporated, three-fifths (61%) reported that the process is not incorporated and 16% of the respondents were not aware whether their process was incorporated or not.

Q11: Is your scholarship process incorporated?

Answered: 44 Skipped: 2



Powered by SurveyMonkey

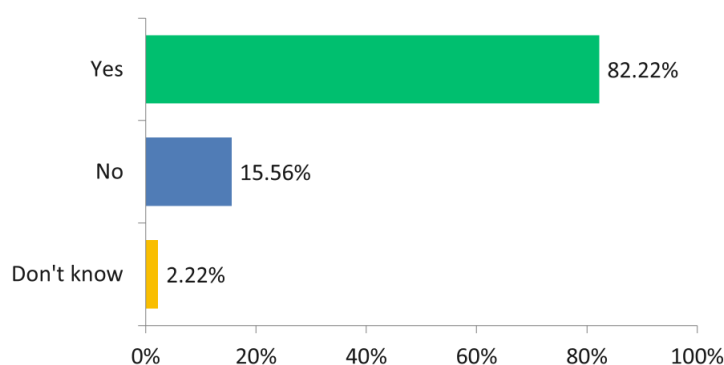
ANSWER CHOICES	RESPONSES	
Yes	22.73%	10
No	61.36%	27
Don't know	15.91%	7
TOTAL		44

When exploring the issue of tax receipts, it is worth noting that 45 clubs responded, including those without an incorporated scholarship process. Thirty-four clubs provided tax receipts while 11 stated they did not.

Most clubs (82%) keep their scholarship funds separate from the general operating funds.

Q13: Do you keep your scholarship funds separate from your operating funds and other funds?

Answered: 45 Skipped: 1



Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
Yes	82.22%	37
No	15.56%	7
Don't know	2.22%	1
TOTAL		45

Thirteen (13) of the clubs stated that their funds are managed through GICs. However, how funds are managed or invested garnered myriad responses from the remaining respondents, many of which are specific to the club. Please see Appendix 1 for the full list of replies.

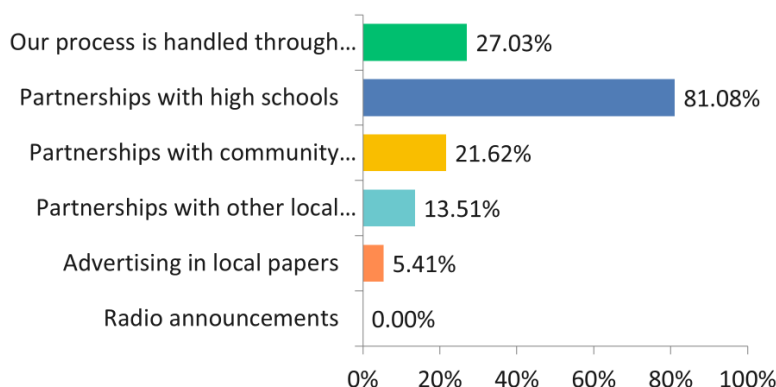
3.1.4 Application/Distribution and Promotion Process for Scholarships

Thirty-seven clubs provided information regarding how they promote the availability of their scholarships. Most commonly, promotion takes place through partnerships with high schools. However, community groups and other local organisations may be involved with some clubs' promotion activities. Notably, advertising in local papers was used by few clubs, possibly reflecting society's move to social media. Some clubs leave promotion to other groups, presumably when using an arm's length management group. (Note: multiple responses were accepted.)

Other responses were also collected. Many respondents noted that their club website was used to promote their scholarship drive, even if scholarships were handled by a third party.

Q18: How do you promote your scholarship application period? Please check all that apply.

Answered: 37 Skipped: 9



Powered by SurveyMonkey

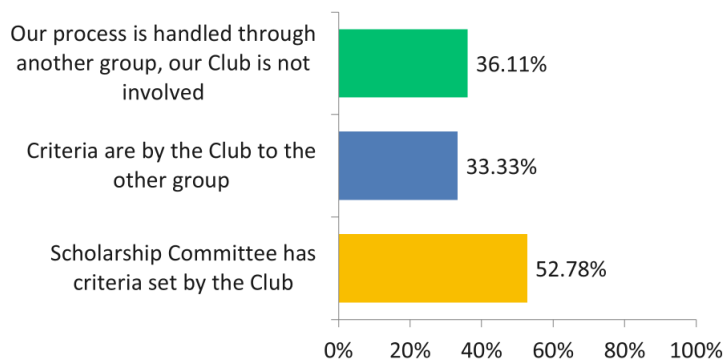
ANSWER CHOICES	RESPONSES	
Our process is handled through another group that promotes separately	27.03%	10
Partnerships with high schools	81.08%	30
Partnerships with community groups	21.62%	8
Partnerships with other local organisations	13.51%	5
Advertising in local papers	5.41%	2
Radio announcements	0%	0
TOTAL		55

The decision making for which candidates will actually be awarded a scholarship varied from club to club and several clubs used input from multiple sources. Over a third conceded their process is handled through another group and the club is not involved (one club noted privacy laws restricted their involvement). However, over half (53%) reported that their Scholarship

Committee is responsible for candidate selection and a third noted that they provide the other group with criteria for selection.

Q19: How are candidate selection decisions made for a scholarship from your club?

Answered: 36 Skipped: 10



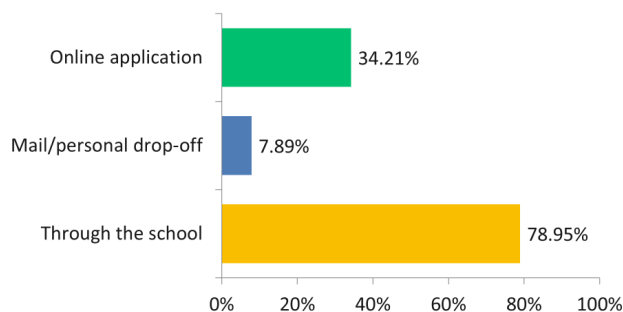
Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
Our process is handled through another group, our Club is not involved	36.11%	13
Criteria are by the Club to the other group	33.33%	12
Scholarship Committee has criteria set by the Club	52.78%	19
TOTAL		44

Respondents noted that applications for scholarships were made through the school (79%), mail or drop-off (8%) and/or through an on-line process (34%).

Q20: How do people apply for a scholarship from your Club?

Answered: 38 Skipped: 8



Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
Online application	34.21%	13
Mail/personal drop-off	7.89%	3
Through the school	78.95%	30
TOTAL		46

Clubs were asked to identify the period through which their scholarship process was open for application. Responses varied but a spring timeframe seemed to be most popular. Some clubs which off-loaded their scholarship process to a third party were unaware of the timing of application acceptance. Interestingly, a couple of clubs accepted applications throughout the entire year.

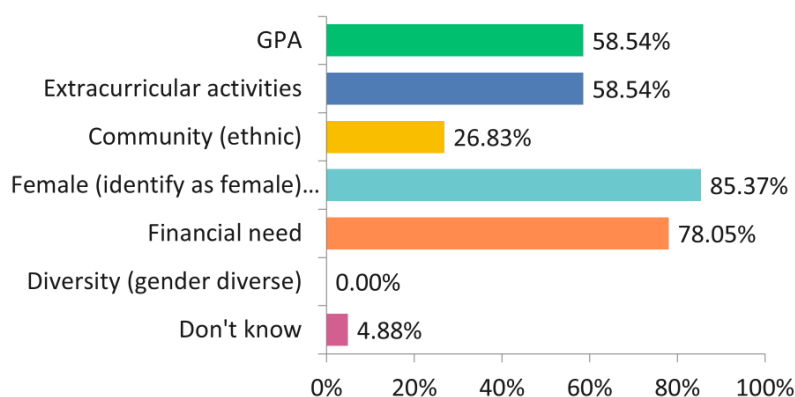
3.1.5 Criteria for Scholarship Recipients and Recognition Methods

Multiple criteria were used by clubs (as noted by 41) to select recipients. Female/identify as female (85%), financial need (78%), GPA (59%) and (involvement in) extracurricular activities (59%) were used most often. Fewer respondents mentioned identifying specific ethnic communities (27%). Diversity was not identified by any club. Five percent did not know the criteria used by their club to select scholarship recipients.

Under 'other responses', character references/recommendations were named by several clubs as criteria for selection. Two clubs identified specific degree applications as criteria, for example STEM or degrees that benefit women and children. Indigenous community applications were singled out by one club in this study (although it is recognised that a number of Ontario Council clubs have scholarships specifically for Indigenous women). Volunteer work was listed by a couple of clubs as was work experience by one club. A couple of clubs used the applicants' letters or requested essays to judge appropriate candidates. Demonstrated leadership was mentioned by a couple of clubs as well.

Q23: What criteria are used by your Club or arm's length/third party to select scholarship recipients? Please check all that apply.

Answered: 41 Skipped: 5



Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
GPA	58.54%	24
Extracurricular activities	58.54%	24
Community (ethnic)	26.83%	11
Female (identify as female) applicants only	85.37%	35
Financial need	78.05%	32
Diversity (gender diverse)	0%	0
Don't know	4.88%	2
TOTAL		128

The means for recognising scholarship recipients varied from club to club, too. Thirty-five (35, or 81%) of 43 clubs which responded to this question indicated they provided communications to their members regarding which recipients had been selected. Only a little over a third (37%) of clubs held celebration events for recipients. A further third used local media to recognise scholarship recipients. Seven clubs admitted they did not know the process of recognition of their club's scholarship recipients as it was handled by a third party.

Other methods of recognising recipients were noted by a few clubs, including handing the award out at graduation ceremonies for the recipients. Some novel approaches to providing recognition by clubs are as follows:

Members volunteer to attend District schools' graduation ceremonies to present awards to recipients. After graduation, recipients are asked if they will permit Club to put signs on their lawn identifying them as CFUW club award winners. These recipients are invited

to attend the following May AGM as club guests where they are personally introduced to the members and honoured (by then they will have completed first year of studies). With the recipients' permission, informal photos are posted on club Facebook and Instagram accounts and local print media are asked to publish a summary of the AGM event.

Scholarship recipients are invited to the April meeting to be recognized. In the past few years, students have attended virtually due to the health restrictions. We encourage the college and university to provide a bio and picture (with student permission) which is then posted to the club website. The bio and picture are all managed and arranged by the post secondary institutions ensuring all privacy stipulations are met.

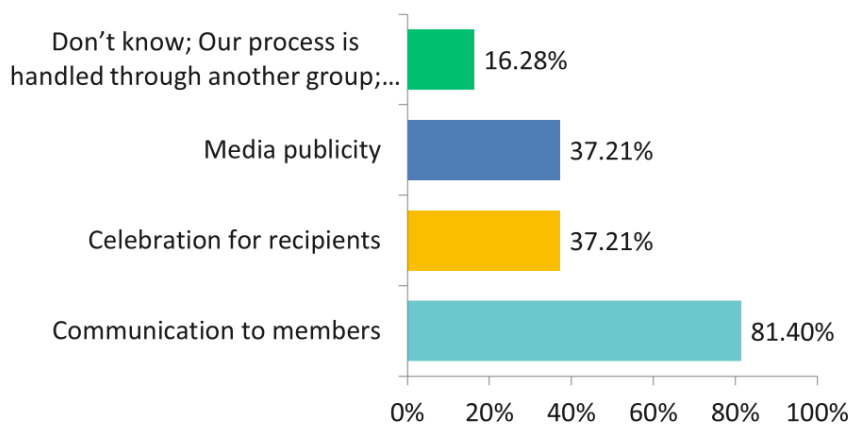
Bursaries are presented to successful female student recipients by a Club member during school commencement ceremonies.

Recipients are invited to attend Club's annual International Women's Day Breakfast and [their names] are included in publicity for the event.

Continued contact through our Scholars Program (club newsletters, dedicated Facebook page, Coffee morning, workshop day).

Q24: How are recipients of your scholarships recognised? Please check all that apply.

Answered: 43 Skipped: 3



ANSWER CHOICES	RESPONSES	
Don't know; Our process is handled through another group; our Club is not involved	16.28%	7
Media publicity	37.21%	16
Celebration for recipients	37.21%	16
Communication to members	81.40%	35
TOTAL		74

3.2 Amounts Raised by Ontario Council Clubs for Scholarships

Based on this survey's responses, Ontario Council clubs distributed almost \$522,000 in scholarships funds to students in Ontario in the past year. The amount per club varied widely (perhaps reflecting membership numbers). Reported amounts ranged from \$1000 to \$63,500 annually. Reported numbers of scholarships per club ranged from 1 to 55. Overall, between 430 and 440 awards were given out. The numbers and amounts are truly impressive accomplishments!

3.3 Opportunities for Innovation

Based on internal discussions, Ontario Council wished to explore additional criteria/options clubs may consider when awarding funds for scholarships or to help elevate education levels in the population. A predetermined list was provided with the opportunity for additional ideas to be expressed. From the list, more than half the respondents were willing to consider candidates from year 2 of a program (it should be noted that some clubs are already including this group in their criteria) (74%), specifically targeting newcomer women (71%), providing support for childcare for women returning to school (55%) and specifically targeting youth from families with no history of post-secondary education (55%).

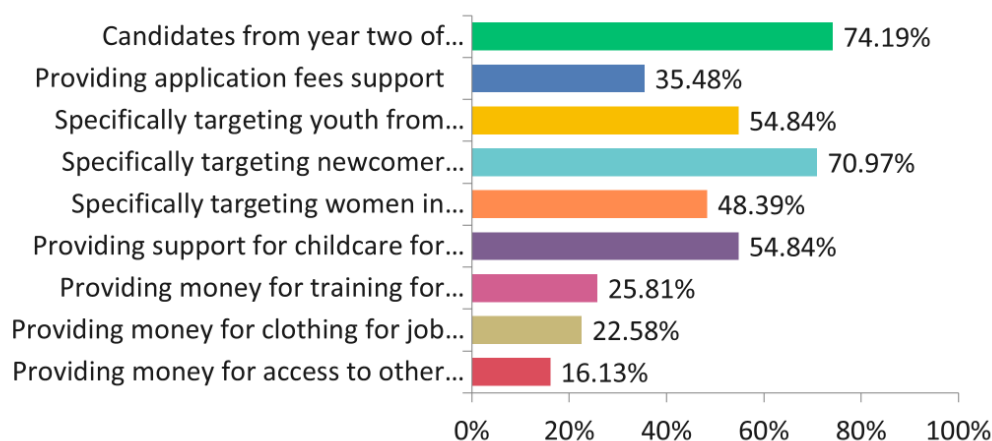
Fewer respondents, but still significant numbers of clubs, felt the following options could be explored for funding: women in women's shelters (48%), support for application fees (35%), how to apply for jobs/how to handle job interviews (26%), clothing for job interviews (23%) and money to access other care for job interviews (16%). (Note: The latter three options, along with support for childcare, can be considered 'wrap-around supports'.)

A couple of clubs felt none of the listed options should be considered and one felt these options may serve to further complicate scholarship giving. A couple felt the needs identified in this list were better addressed by community services.

Others individually identified: women of colour; women with disabilities; Indigenous girls; a woman in her final year; STEM applicants; a woman entering the trades.

Q25: Which of the following do you feel may be options for OC Clubs to consider when awarding scholarships? Please check all that apply

Answered: 31 Skipped: 15



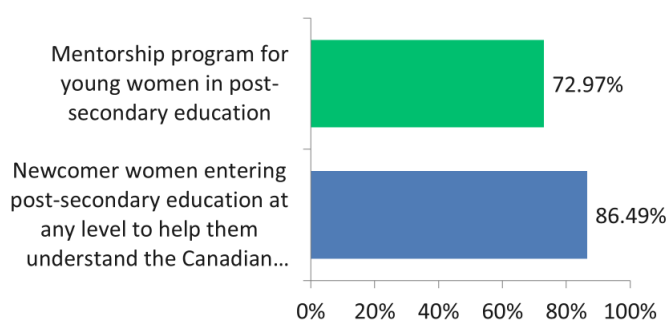
Powered by  SurveyMonkey

ANSWER CHOICES	RESPONSES	
Candidates from year two of college/university/trade school	74.19%	23
Providing application fees support	35.48%	11
Specifically targeting youth from families with no history of post-secondary education	54.84%	17
Specifically targeting newcomer women	70.97%	22
Specifically targeting women in women's shelters	48.39%	15
Providing support for childcare for women returning to school	54.84%	17
Providing money for training for how to apply for a job/how to handle job interviews	25.81%	8
Providing money for clothing for job interviews	22.58%	7
Providing money for access to other care (dental, hair) for job interviews	16.13%	5
TOTAL		125

Finally, respondents were asked to consider programs Ontario Council may wish to consider offering. Programs directed to newcomer women, helping them understand the Canadian context related to their studies, was identified by the majority of clubs as a possibility (86%). Mentorship programs for young women in post secondary education was thought to be an opportunity for Ontario Council by almost three-quarters of the clubs (73%).

Q26: Besides scholarships to high school students pursuing a post-secondary education, which of the following do you feel may be options for Ontario Council to consider as programs?

Answered: 37 Skipped: 9



Powered by SurveyMonkey

ANSWER CHOICES	RESPONSES	
Mentorship program for young women in post-secondary education	72.97%	27
Newcomer women entering post-secondary education at any level to help them understand the Canadian context in their field of study	86.49%	32
TOTAL		59

Respondents were also asked to provide any additional comments relevant to the topic. These comments can be found in Appendix 2 of this report.

Appendix 1 – How funds are Managed or Invested

- The third party (university and college) invests the endowed funds. Other raised funds are managed by the CFUW treasurer
- Funds are held in the club bank account. Each year at budget time the amount to be disbursed is determined by the club and withdrawn from the bank account when the awards are distributed. Some of the club funds are held in GICs to increase returns. We are now working to set up a charitable trust so that the funds will be distinct and managed by a distinct board.
- We have advisors with bank who work with us to make certain that our funds are invested well.
- University - all scholarship specific donations are allocated to two endowment funds managed by the University. Income generated is used for scholarship awards. College - Scholarship specific donations are handled internally
- Excess funds invested in GIC
- Invested in GICs through the Scholarship Trust
- Scholarship Committee (SC) Chair and SC Treasurer consult with bank rep and invest/reinvest Scholarship Fund (SF) money. SC Treasurer prepares an annual financial report which is presented to the SC for approval and then to the Club membership at the AGM. SC Treasurer submits financial info to accountant who files tax return with CRA. SC Chair sits on Club Executive and consults/obtains approval re management of SF, annual amount of award.
- Funds are raised the year before distribution. The Trust has some funds in a short term investment
- Internally
- We have a separate entity within the club i.e. The Charitable Trust which manages donations. Each year the trustees decide how much money can be given for scholarship. The Secretary of the Trust meets with a committee of 4 to decide how to allocate the money for scholarship.
- Internally and endowments managed externally
- Funds are managed and invested via the CFUW Scholarship Fund
- Separate scholarship account and Scholarship GICs reinvested at rates and terms based on economic climate.
- Internally.
- GIC's
- Managed internally - some investments and balance in bank account.
- There are two endowment funds at Queen's University and at St. Lawrence College. We add to these sums occasionally.
- Education contributions comes out of our current year operating budget.
- There is a "Scholarship" account.
- Managed and invested through bank advice with Chair and members of the Trust
- Our Funds are Managed by the Scholarship Trust Fund Executive.
- Arm's length registered cmtee
- Funds are invested into GICs
- GICs and bank deposits
- Consultation between club Treasurer and accountant
- We have an investment company that manages our endowment funds. Our treasurer is part of our club. We do have an auditor who files our income tax annually.
- by the scholarship committee and its treasurer
- GICs
- Our Community Engagement Fund is a registered charitable organization. It is managed by a board consisting of president, secretary-treasurer and member-at-large.

- Through the University's Endowment fund
- A large amount was transferred several years ago to the local Community Foundation. We receive a yearly cheque. In addition, members donate annually when they renew their memberships. This is deposited in a bank account - separate from the club's bank account.
- Funds are invested in laddered GICs
- Financial Advisor in consultation with VP and Treasurer Scholarship Trust Fund Committee regarding investments.
- Internally
- We have an investment fund with a financial institution/Brokerage firm
- Trustees of the charitable fund have engaged an investment advisor. Funds are invested in a mix of managed portfolios for equity, and bonds, GIC's and bond funds for the fixed income portion.
- Money investments are handled by the third party agency.
- internally managed bank accounts & GIC
- Bank account & GICs
- GICs

Appendix 2 - Additional comments

Respondents were asked to provide additional comments at the completion of the survey. The name of the club providing the comments is provided in brackets.

- We are looking at moving away from the term "award" or "scholarship" as they both imply merit-based or grade-based eligibility and may discourage the most financially needy or those with average grades. We prefer the term "bursary" to communicate that this is a support for those with financial need. (Perth & District)
- Our Club, the University and College we support, are looking at ways to support Indigenous women, provide opportunities to develop personal skills, self-respect, etc. (Scarborough)
- Personally I would urge groups to work through a third party and concentrate on what criteria they think is important. In our case, we provide one scholarship each to a female student in a STEM (technical, science program), nursing and physiotherapy programs at Algonquin College. We recently broadened the criteria for a bursary for Indigenous female to any program offered by the College due to lack of Indigenous candidates; we were advised to provide a bursary because, unfortunately, these students would not qualify for a scholarship through GPA. Second comment: We give at the junior college level, to students who have need. The education of women of all ages is important to us, so we especially do not make age a criteria (Nepean)
- The CFUW Cornwall and District Scholarship Program was established 66 years ago. Over 400 women have been awarded scholarships and the total Scholarship value awarded is now over \$100,000. The Club members are very generous in their donations as formal fundraising is limited. The fundraising environment in our district is very competitive. Membership is aging and members may already be involved in fundraising activities with other groups. The Scholarship Fund has a declining balance, so options are being explored to sustain the program, eg alternating awards annually by school, reducing award amounts, identifying appropriate fundraising activities that are within the scope of the members' interest, time and energy resources. Without question, the Scholarship Program is a key element of the Club's identity and a source of satisfaction and pride. (Cornwall & District)
- Our Awards go to needy women who live locally. The awards are posted by our local schools of higher learning. Our rationale is that if the women are in financial need, they would not be able to attend if they also had living expenses to pay besides their tuition fees. (Etobicoke)
- Currently focused in creating Indigenous award for female university/college student May later pivot to other equity deserving groups (St. Catharines)
- * Development of a Scholarship Toolkit (resource site) for Clubs to share practices. (Kincardine)
- We feel gratified that we truly make a difference in the lives of our recipients. This year, our Club won the prestigious Outstanding Philanthropic Group Award by the Ottawa Chapter of The Association of Fundraising Professionals. We will receive the award at a Gala at the National Art Centre on November 16th. (Ottawa)

- We are only in our 5th year as a foundation. Prior to this we used a third party. We continue to develop and refine our application and processes. We do have face to face meetings with school counsellors and administrators and often attend commencement ceremonies. Our June reception is for recipients, families, school personnel and club members. We also support an awardee from Iqaluit and 2 young women aging out of care from the CAS as well as a residence scholarship at Innis College, U of T. (UWC Toronto)
- Our fund also provides money to assist in the relief of poverty for vulnerable women and their families in our county through YWCA programs, Women's shelters and other community services. (St. Thomas)
- I feel there is not enough connection between the recipients of our scholarships and our club. Rather than have the guidance teacher just hand out a cheque at grad I am going to suggest that we arrange an event within our club for all the recipients to attend at which time we would talk to them about the work we do, introduce each of them and have each girl tell the club members more about their aspirations, take photos for publicity purposes and do a better job of making connections with our recipients. We would share food and drink and make it a really nice event for everyone. (Welland)

Appendix 3 - How to become incorporated including who can give a tax receipt

<https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/registering-charitable-qualified-donee-status/apply-become-registered-charity.html>

From the above website, applying to become a registered charity is a 4-step process. Within the four steps below, you will find tools to help you decide whether you should apply, and what documents to send in with your application.

Services and Information

[Make an informed decision about becoming a registered charity](#)

Determine whether you should apply to become a registered charity.

[Set up your organization before applying for registration](#)

Things you need to know before establishing yourself as a legal entity.

[Apply for registration](#)

Applying for charitable registration or re-registration, information and documentation you will need to provide, and tips about the application.

[Application review process](#)

Our review process after you have submitted your application

Appendix 4 - Fundraising Activities

Annual Public Events

- Annual Lobster Dinner; Book Sale
- book fair

Member Events

- November auction; May book sale

Appendix 5 – Survey

The purpose of the following survey is to solicit information from Ontario Council (OC) Clubs regarding their scholarship, grant or bursary process (for the purpose of ease, this survey will use the term scholarship as an umbrella term).

Specifically, the objectives are to:

- take a snapshot of how Clubs manage the process of scholarships
- identify and share common and best practices
- explore potential opportunities for innovation

Please complete this survey by November 15. Individual responses are confidential, however, the information collected will be amalgamated, analysed, reported back and made available to CFUW OC Clubs.

1. Name and position of person completing this survey:
2. OC Club Name:
3. E-mail Address:
4. Does your Club provide funding for scholarships?
 - ☐ Yes
 - ☐ No
5. How are funds for scholarships collected by your Club? Please check all that apply.
 - ☐ Member donations
 - ☐ Club fundraising activities
 - ☐ Planned giving
 - ☐ Other (please specify) _____
6. If you use fundraising activities, what fundraising activities do you do?
 - ☐ Annual public events (please specify)
 - ☐ Various member events (please specify)
 - ☐ Other (please specify) _____
7. Does your Club manage the scholarship award process internally, or is it handled by an arm's length process (e.g. third party, club foundation)?
 - ☐ Internally
 - ☐ Arm's Length
8. If managed through an arm's length process, is the process through a third party or have you set up a Foundation?
 - ☐ Set up Club Foundation
 - ☐ University/College handles
 - ☐ Community Foundation handles
 - ☐ Secondary schools manage
 - ☐ Other (please specify) _____

9. Do you have a dedicated Scholarship Committee?

- ☐ Yes
- ☐ No

10. How often does this committee turn over its membership?

- ☐ Annually
 - ☐ Every 2 years
 - ☐ Other (please specify)
-

11. Is your scholarship process incorporated?

- ☐ Yes
- ☐ No
- ☐ Don't know

12. Do you provide tax receipts to donors?

- ☐ Yes
- ☐ No
- ☐ Don't know

13. Do you keep your scholarship funds separate from your operating funds and other funds?

- ☐ Yes
- ☐ No
- ☐ Don't know

14. Please answer the following questions whether your scholarships are processed internally or through an arm's length/third party.

- ☐ Don't know
 - ☐ Other (please specify)
-

15. On average, how much in total (in \$) is allocated annually by your Club for scholarships?

16. How many scholarships are awarded annually by your Club?

17. What is the average value (in \$) of each annual scholarship awarded by your Club?

18. How do you promote your scholarship application period? Please check all that apply.

- ☐ Our process is handled through another group that promotes separately
- ☐ Partnerships with high schools
- ☐ Partnerships with community groups
- ☐ Partnerships with other local organisations
- ☐ Advertising in local papers
- ☐ Radio announcements
- ☐ Other (please specify) _____

19. How are candidate selection decisions made?

- ☐ Our process is handled through another group, our Club is not involved
- ☐ Criteria are by the Club to the other group
- ☐ Scholarship committee has criteria set by the Club
- ☐ Other (please specify) _____

20. How do people apply for a scholarship from your Club?

- ☐ Online application
- ☐ Mail/personal drop-off
- ☐ Through the school
- ☐ Other (please specify) _____

21. Do you have a standard form for applications? If yes, could you please upload your form.

- ☐ Choose file

22. What is the application window (timing for applications)?

23. What criteria are used by your Club or arm's length/third party to select scholarship recipients? Please check all that apply.

- ☐ GPA
 - ☐ Extracurricular activities
 - ☐ Community (ethnic)
 - ☐ Female (identify as female) applicants only
 - ☐ Financial need
 - ☐ Diversity (gender diverse)
 - ☐ Don't Know
 - ☐ Other (please specify)
-

24. How are recipients of your scholarships recognised? Please check all that apply.

- ☐ Don't know, our process is handled through another group, our Club is not involved
 - ☐ Media publicity
 - ☐ Celebration for recipients
 - ☐ Communication to members
 - ☐ Other (please specify)
-

25. Which of the following do you feel may be options for OC clubs to consider when awarding scholarships? Please check all that apply.

- ☐ Candidates from year 2 of college/university/trade school
 - ☐ Providing application fees support
 - ☐ Specifically targeting youth from families with no history of post-secondary education
 - ☐ Specifically targeting newcomer women
 - ☐ Specifically targeting women in women's shelters
 - ☐ Providing support for childcare for women returning to school
 - ☐ Providing money for training for how to apply for a job/how to handle job interviews
 - ☐ Providing money for clothing for job interviews
 - ☐ Providing money for access to other care (dental, hair) for job interviews
 - ☐ Other (please specify)
-

26. Besides scholarships to high school students pursuing a post-secondary education, which of the following do you feel may be options for Ontario Council to consider as programs?

- ☐ Mentorship program for young women in post-secondary education
- ☐ Newcomer women entering post-secondary education at any level, to help them to understand the Canadian context in their field of study
- ☐ Other (please specify)

27. The following space has been left blank for you to share your thoughts regarding scholarships, etc.

28. Can we contact you if we need clarification on any of your responses?

- ☐ Yes
- ☐ No