

# **The May Court Club of Ottawa**

## **SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

### **Master's Program in Information Studies At the University of Ottawa**

#### **APPLICATION FORM**

**All correspondence to be sent to:**

**The Chair, Scholarship Committee**

The May Court Club of Ottawa  
114A Cameron Avenue  
Ottawa, Ontario K1S 0X1

**Application Deadline: May 22, 2020 at 12:00 noon**

**Phone: (613) 733-4681**

[www.maycourt.org](http://www.maycourt.org)

**Fax: (613)733-5197**

e-mail: [secretary@maycourt.org](mailto:secretary@maycourt.org)

## TERMS OF REFERENCE

**Name of Scholarship:**

**THE MAY COURT CLUB OF OTTAWA  
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

**Purpose of Fund:**

To award one scholarship to a deserving individual pursuing the Master's Program in Information Studies at the University of Ottawa.

Value of Award: \$5,000.00 (non renewable)

Frequency of Award: Annual

**Eligibility Criteria:**

- Proof of acceptance in the Master's Program in Information Studies at the University of Ottawa
- Proof of Canadian Citizenship
- Evidence of volunteerism/community service
- Two letters of reference – see instruction #1 (page 3)

**Application Procedure:**

All completed application forms must be sent to:

Chair of the Scholarship Committee  
The May Court Club of Ottawa,  
114A Cameron Avenue, Ottawa, ON K1S 0X1

**The May Court Club of Ottawa Board of Directors' decision is final.**

**Deadline for Application:**

**Received** at the May Court Office at the above address by **May 22, 2020 no later than 12:00 noon.**

**No application will be accepted after the posted deadline regardless of the post mark date.**

## THE MAY COURT CLUB OF OTTAWA Scholarship Application

### INSTRUCTIONS AND CONDITIONS

1. References from two referees are required describing the candidate's activities and time commitment. One letter should focus on volunteerism and community service and the second letter should focus on work experience. The letters of reference should accompany the application. Each letter of reference must be in a sealed envelope with the signature of the referee across the flap and received by the deadline.
2. The Committee assumes no responsibility for making inquiries beyond the papers submitted. All documentation must be included in the application package. Award of the Scholarship will be based on volunteerism, academic achievement, goals and personal qualities. The scholarship is not renewable. The acceptance of the scholarship implies an obligation on the part of the successful candidate to devote himself/herself to study or research as outlined in his/her application. The recipient is required to write a letter of acceptance of the Scholarship within two weeks of receiving official notification by mail from the May Court Club of Ottawa. Proof of registration into the proposed program of study must be received before the first Scholarship payment is released.
3. At the end of the first semester, the recipient of the May Court Club of Ottawa Scholarship is required to submit to the Chair of the Scholarship Committee the following:
  - a report of your work reflecting the goals outlined in your letter of intent.
  - a testimonial from the recipient of no more than 50 words on how this scholarship has benefited you for publication on the May Court Club's website and newsletter.
  - an academic supervisor/professor's statement of the student's progress and quality of work.
4. The scholarship is payable in two equal installments. CRA requires a T4A to be issued for each payment. The first installment is payable in **September, 2020**. The second installment is payable in **February, 2021** upon receipt by the Chair of the Scholarship Committee of the recipient's report, the statement of satisfactory progress from the academic supervisor/professor and the recipient's testimonial.
5. The May Court Club of Ottawa should be recognized in the acknowledgments of any publications resulting from work done during the tenure of the award.
6. Applications and supporting papers will not be returned to the applicant and become the sole property of the May Court Club of Ottawa. Incomplete applications will be disqualified. **If there are no suitable applicants, the scholarship will not be awarded.**

**THE MAY COURT CLUB OF OTTAWA  
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

**PLEASE PRINT**

**SURNAME:** \_\_\_\_\_ **GIVEN NAMES:** \_\_\_\_\_

Other name(s) under which documents may be recorded \_\_\_\_\_

Present Address: \_\_\_\_\_  
(City) (Prov.) (Postal Code)

Permanent Address: \_\_\_\_\_  
(City) (Prov.) (Postal Code)

Contact Numbers:  
Telephone #: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Degree and Field of proposed study or research**

University: \_\_\_\_\_ Full-Time: Yes  No

Date of start of program \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated date of completion \_\_\_\_/\_\_\_\_/\_\_\_\_  
yy mm dd yy mm dd

How did you hear about this Scholarship? \_\_\_\_\_

List all post-secondary degrees/diplomas in chronological order:

Degree	Date	Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Dean/Director/Chair of Program:**

Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Position: \_\_\_\_\_ Faculty: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION DEADLINE: *May 22, 2020* (12:00 NOON)**

**THE MAY COURT CLUB OF OTTAWA  
SUSAN ANDERSON MEMORIAL SCHOLARSHIP**

**RELEASE FORM**

I, \_\_\_\_\_ give permission to the Chair of the Scholarship Committee to contact any/all reference writers for further information.

I, \_\_\_\_\_ (if I am a recipient of the Scholarship) give permission to the Chair of the Scholarship Committee to publish my testimonial on the May Court Club's website and newsletter.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_/\_\_\_/\_\_\_  
yy mm dd

**THE MAY COURT CLUB OF OTTAWA  
Susan Anderson Scholarship Application**

**REQUIRED DOCUMENTATION**

**Letter of Intent**

Should not exceed 500 words, word-processed or typed with the following information:

Your personal motivation for embarking on such work; and,  
a description of your goals following completion of your program.

**Résumé**

Should include:

A brief summary of volunteerism, profession work experience, teaching, research, publications, administration and other professional activities.

**Other Documentation**

Must Include:

Letters of reference – two required – see instruction #1 (page 3).

Photocopy of letter of acceptance to your program.

Proof of Canadian Citizenship, for example: birth certificate/passport.

Signed Release Form (page 5)

**Notice**

**Should you be a successful applicant we will require your Social Insurance Number prior to issuing the first installment.**