



2784 Royal Canadian Army Cadet Corps
Governor General's Foot Guards
Cartier Square Drill Hall
2 Queen Elizabeth Drive, Ottawa, Ontario K1A 0K2
(ACL Charitable number: 108071572RR0001)



First Commanding Officer's Post-Secondary Bursaries Memorandum of Understanding (MOU)

Date: 2017.05.24 (revised 2017.09.20)

(2nd issuance 2018.03.29)

Action: Review-Approval

The Governor General Foot Guards Cadet Corps' first Cadet Commanding Officer Mr. David Luxton has provided funding for 3 incremental levels of Post-Secondary Bursaries. These are divided up into the following 3 levels Gold \$2500, Silver \$1500 and Bronze \$1000. Cadets are to make a submission to be considered as recipients of these awards to be used for their Post-Secondary academic studies or skills training. The following is an approved MOU for the Cadet Bursary description, Selection Criteria and Selection Process.

1. Cadet Bursary

1.1 2784 RCACC (GGFG) Cadet Bursaries were created to assist Cadets pursuing post-secondary education cover the increasing costs associated with undertaking higher levels of education. The general information on the bursary, its selection criteria and selection process are outlined below.

1.2 The bursaries will be announced at the Annual Ceremonial Review parade each Cadet Year at CSDH Ottawa. The intent is to have three bursaries valued in total \$5000 divided into 3 levels Gold \$2500, Silver \$1500 and Bronze \$1000. This number and levels can be reduced or increased dependent upon funding and the number of worthy applicants.

1.3 The bursaries are funded by Mr. David Luxton, Chairman of Allen-Vanguard Corporation, who was the Corps First Cadet Commanding Officer when it was created in 1966. This as an annual commitment stated in June 2016 for a duration at his discretion.

1.4 The recipient is to receive a certificate presented by Mr. Luxton along with a cheque.

2. Selection Criteria

2.1 The following criteria are proposed:

- a. Applicants must prepare a 200-400 word essay on the impact of the cadet program on their daily/academic life and how they believe the cadet program will assist them as they pursue post-secondary studies;
- b. Admission at post-secondary institution full-time. Cadets would have to submit proof in the form of a copy of an acceptance letter or other official document that they had been selected to attend a college or university in the fall;
- c. The applicant cannot be enrolled in the ROTP program;
- d. Each essay must contain a brief biography including academic goals, career aspirations and any other useful information like an outline of any awards or significant personal achievements;
- e. Applicants must have been a member in good standing during the current cadet year, and may have aged out during said year.
- f. All applications must be submitted to the CO - AdminO no later than August 18th; to this email address *2784army@cadets.gc.ca* and
- g. Cadets may only be awarded the scholarship once.

3. Selection Process

3.1 The selection committee will hold a meeting no later than one week prior to the next CO's or ACR parade in order to review all applicants and decide the winners of the bursaries. The selection shall be based on the following criteria:

- a. Applicant's essay. Essays would be critiqued on the grammar, style, presentation and overall quality and content of the essay;
- b. Personal Conduct. Applicants would be critiqued based on their deportment and overall attitude while at 2784 RCACC (GGFG);
- c. Contribution to the Corps. Applicants would be evaluated on the amount of extra duties or additional effort they have put forth that have had an impact on the functioning of their Coy or Connaught as a whole.
- d. Demonstrated need.
- e. The selection Committee will have three (3) personnel, The Commanding Officer or delegate, The Support Committee Chair or delegate and the Army Cadet League Liaison Officer.

This MOU once approved and sign-off will be posted to Standing Orders and entrusted to 2784 Staff and Support Committee to administer and present candidates to the benefactor.

Up The Guards!

Capt. J. Babin
2784RCACC Commanding Officer
2784army@cadets.gc.ca

Mr. Michel Asbóth
2784 RCACC Liaison Officer
Army Cadet League of Canada (ON)
aclc@2784ggfg.com

Mrs. Carol Kassis
2784RCACC Support Committee Chair
supportcommittee@2784ggfg.com

Mr. David Luxton
Bursary benefactor
Chairman, Allen-Vanguard Corporation
dluxton@dluxton.com