

# Bursary Application Criteria

## For Caller/Cuer Schools and Clinics

### General Information

1. Any dancer wishing to become a Caller/Cuer in the South Western Ontario Square and Round Dance area, or a current Caller/Cuer wishing to upgrade their skills may apply to SWOSDA, Ontario Federation, and the Canadian Society for a bursary to help offset the expenses incurred.

- a) All applications must be for the current calendar year;
- b) Applicants will not be considered for a bursary two years in a row;
- c) Length of course will be taken into consideration.

2. Early application for bursaries is encouraged.

When applying to other organization, please note that each bursary has its own deadline date. The appropriate Professional Development Committee Chair must receive bursary applications by:

- a) Ontario Federation - February 28<sup>th</sup>
- b) Canadian Society - June 15<sup>th</sup>

Note: For courses given during summer months, **Society** applications must be **received prior** to the course being given. You can file after completion of the course to the local Association and/or Federation as long as the application is received prior to the deadline. No consideration will be given to applications received after the appropriate deadline date. Applicants will be notified as soon as possible of acceptance or rejection. The bursary will be paid to the applicant when proof of successful completion of the course is received by the appropriate committee, as well as an itemized list of anticipated (Society) or actual (Association, Federation) expenses incurred while attending the school. The Course Evaluation Form must accompany the expense claim, before the applicant will receive funding

3. The current maximum amount of the bursary is \$500 per application (Society), \$400 (Federation), and \$300 (SWOSDA). In case of numerous applications, lesser amounts may be granted.

**Note: All applicants for any level bursary must be valid members of the Society for the current year. Sponsoring Clubs should also be valid members.** This keeps the liability insurance for the training course at a minimum.

# SWOSDA BURSARY

## HOW TO APPLY

Bursary application forms are available from the SWOSDA Secretary, and on the SWOSDA website.

Completed Applications should be received by the SWOSDA Secretary. Applications may be submitted by email, or regular mail. The Secretary will include the application on the Agenda for discussion at the next scheduled Executive meeting.

### **NOTE:**

Applications can be made to more than one level (Federation, Society) for the same training course; however the total amount of bursaries received shall not exceed the total cost of successfully completing the course.

Copies of Successful applications will be forwarded to the Federation and the Society by the SWOSDA Secretary for their information.

Applications must include:

- 1) A completed Bursary Application Form
- 2) A course flyer/description.
- 3) Applicant's letter/attachment should include/provide a brief summary of:
  - a) The number of years danced;
  - b) Teaching experience;
  - c) Areas need for dance instructor;
  - d) Reasons for choice of particular course;
  - e) **Itemized** anticipated/actual expenses  
i.e. registration, travel, and accommodations
  - f) Other relevant information to assist with the evaluation.

**It is the responsibility of the applicant** to ensure the application is received at least 2 weeks prior to an Executive Meeting (usually 4<sup>th</sup> Saturday of the month, during the active dance season).

# South Western Square and Round Dance Association

## BURSARY APPLICATION FORM

This bursary is available to new Callers, Cuers and current instructors who wish to learn and/or upgrade their skills.

Name: \_\_\_\_\_ Partner's Name \_\_\_\_\_  
Family First

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

E-Mail address: \_\_\_\_\_

I am a paid-up member of the Society for the current year. Membership Card No. \_\_\_\_\_

Name of Sponsoring Club \_\_\_\_\_

School or Clinic you wish to attend \_\_\_\_\_

Please enclose a flyer/description of the course, the names of the instructors. Those attending recognized Canadian schools will be given preference.

Number of years danced \_\_\_\_\_ Years as instructor \_\_\_\_\_

Level most commonly danced \_\_\_\_\_ Level instructed \_\_\_\_\_

Please attach a covering letter to summarize the reason for the application, choice of course, and any other relevant information to assist in the evaluation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Discussed and Approved by SWOSDA Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
SWOSDA President

\_\_\_\_\_  
Date

# Course Evaluation Form

Course attendees - Please complete the following clinic evaluation form and return to the sponsoring organization.

1. Name of the sponsoring organization \_\_\_\_\_

2. Name of the clinician(s) \_\_\_\_\_

3. Did the clinician cover the designated subjects and meet all expectations as outlined in the advertising literature?  
\_\_\_\_\_

4. Do you feel the clinic will result in an improvement in your calling/cueing/dance instruction? \_\_\_\_\_

Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the clinician conduct himself/herself in a professional manner? \_\_\_\_\_

6. Were you pleased with the overall educational program? \_\_\_\_\_

7. Would you attend another clinic sponsored by the same organization? \_\_\_\_\_

8. If you were not pleased with any portion of the clinic, please comment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Any additional comments you wish to make.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this questionnaire to the sponsoring organization.

A Copy of the evaluation forms to be sent to the Professional Development Committee before final payment will be received. (Society)