



CRITERIA AND METHOD OF OCLA BURSARY APPLICATION SUBMISSION

TERMS AND CONDITIONS

1. Applicants must be members of the Ontario Courthouse Libraries Association in order to be eligible to apply for a Bursary. Payment of membership fees are to be paid prior to the bursary deadline. All members of OCLA, regardless of educational qualifications or job title, are encouraged to apply for assistance.
2. Preference will be given to:
 - a. Members who receive little, if any, funding from their Association for professional development;
 - b. Members who will not be receiving the LibraryCo. or Eunice Beeson Bursary;
 - c. Members who have never attended a CALL/ACBD Conference before
 - d. Members with formal OCLA responsibilities at CALL/ACBD Conference.
3. It is expected that the applicant's Law Association will submit a letter stating the association's support of their employee's attendance at the conference and their intention to pay the CALL/ACBD Conference registration fee.
4. Recipients will be expected to attend the CALL/ACBD Conference in its entirety (Sunday to Wednesday noon or closing session as indicated in the Conference schedule), to attend all OCLA meetings and preferably to attend sessions sponsored by the Courthouse and Law Society Libraries' Special Interest Group; Recipients who do not meet this criteria will be asked to return the funds provided.
5. Recipients will submit a written report to the Chair of OCLA after attending CALL/ACBD to be presented at the fall COLAL OCLA meeting. The report will include information as to seminars and meetings attended;
6. Recipients will submit a letter of thanks to Irwin Law for their generous sponsorship of the OCLA bursary.
7. Recipients are required to submit all receipts to the Treasurer of OCLA with the provided expense form no later than two weeks after the conference ends.

BURSARY APPLICATION DETAILS

1. OCLA members will complete the OCLA Conference Assistance Bursary Application and include a letter outlining why they wish to attend the conference
2. They will submit a letter from their Association indicating the extent to which it will financially support their attendance at the CALL/ACBD Conference.
3. They will apply prior to noon on the Bursary application closing date. Any applications received after noon of the closing day will not be considered.
4. Recipients will agree to the terms and conditions governing the Bursary Award.
5. OCLA Bursary recipients who subsequently receive a LibraryCo or Eunice Beeson bursary to attend CALL/ACBD must notify the OCLA Bursary Committee as soon as possible so that an alternate recipient of the OCLA bursary may be chosen.