**Molly “Mother Goose” Rayner Memorial Scholarship**

**Introduction**

 408 “Goose” Squadron Association is proud to sponsor the Molly “Mother Goose” Rayner Memorial Scholarship. The funding for this Scholarship has been provided by the estate of Henrietta May “Molly” Rayner, AKA Mother Goose, for the purposes of establishing an academic scholarship fund. The 408 Squadron Association has dedicated the Scholarship to Molly and the short version title is “The Mother Goose Memorial Scholarship”. Mother Goose was renowned for her care and love of the men and women at 408 Squadron during the harrowing days of Bomber Command in the early 1940’s. Her constant attention to the nourishment of mind body and soul of the members earned her enduring love of all who knew her. She was also a great supporter of the Squadron and its veterans all through the post war years and even in her passing she left us the ability to continue to help the unit’s current and past members. In her memory, the 408 Squadron Association wants to ensure the children of past and present 408 Squadron Members have the opportunity to receive financial assistance towards furthering their education.

**Definitions**

Applicant: A dependent child of a current member of 408 Tactical Helicopter Squadron. A past 408 Squadron member and current member of the 408 “Goose” Squadron Association in good standing. An orphaned child of a past 408 Squadron Member whose legal guardian is a member of the 408 “Goose” Squadron Association (in memorial to the child’s parents). A dependent child of a surviving spouse of a past members of 408 Squadron who maintains good standing in their membership with 408 “Goose” Squadron Association (in memorial). A sibling of a 408 Squadron member or past member in good standing with the 408 “Goose” Squadron Association is eligible to apply if the individual meets all other requirements in Annex A.

Chairman: The appointed person responsible for the administration of the 408 “Goose” Squadron Association. This person is appointed by the Commanding Officer of 408 Squadron.

Association Scholarship Committee: This consists of the 408 Squadron Association: Chair, Vice-chair, Treasurer, Membership Chair, Secretary, as well as the 408 Squadron Commanding Officer (or representative) and Honourary Colonel. The Honourary Colonel does not take part in the committee’s review of the applicants, but reviews the final decision and ranking. This provides an independent review for procedure, fairness, and ranking. Any committee member who is sponsoring an applicant must recuse themselves from the committee for that year.

Qualified Expenses: It is recognized that an applicant attending a secondary educational institution can incur a variety of expenses. The funds provided in this bursary are limited to paying for the following expenses;

* Tuition and enrolment fees;
* Course-related expenses. Course fee and required purchase as outlined by the academic institution. This includes but not limited to books, lab fees, supplies, and course specific required equipment.

Scholarship Patrons: The surviving daughters of Mother Goose, Susan and Elizabeth Rayner, are the Scholarship Patrons. When they are no longer able or willing to carry out that duty it will be haded over to a person or persons of their choosing in respect to their mother.

Post Secondary Institution or Educational Institution: This is a recognized and registered post secondary institution within a province or territory in Canada and registered as such with the Canadian Revenue Agency. This includes, but not limited to, universities, colleges, and technical institutions.

**Selection of Candidates**

 Applicants will have their submissions reviewed by the Association Scholarship Committee. They will then be assessed and ranked on the criteria set out below. Each assessment criteria will be reviewed against the applicants resume, recommendation letters, academic history, and community service. Not all items in the assessment criteria are necessary to apply except for academic performance. However, more points are available to the person who has some activity in each assessment criteria. The top candidates will be informed in accordance with the timings laid out in Annex A. The applicant criteria and application form are provided in Annex A.

 **Assessment Criteria**

* Academic Performance. Importance will be placed on courses that relate to the post-secondary institution and program to which the applicant is applying. (For example, an applicant applying for small engine mechanic training at a technical institute will have a weighted score on their performance and grades in shop class vice chemistry)
* Sport participation. This includes individual, team, special abilities, and skill competition sports. For example, an active wheel chair bowler scoring high in their league can score more points than a person who only occasionally played hockey.
* Community Service
* Youth organization participation
* Volunteer or paid employment history.

**Selection Committee**

The selection committee will assess each applicant against the applicant and assessment criteria. Failing to meet any applicant criteria, except final acceptance at an educational institute, will mean the application is not reviewed. Confirmation of enrolment must be provided prior to the dispersement of funds from the Association Scholarship account. Failure to provide the verification of enrolment or acceptance by the date provided in Annex A will mean the scholarship will be awarded to the next applicant in the overall ranking.

 The Patrons and Honourary Colonel of 408 Squadron will not participate in the assessment of the applicants. The Honourary Colonel of 408 Squadron will review the committee’s assessment and ranking of applicants and either approve the committee’s recommendations or ask for further review.

The Patrons will endorse the award and sign the award certificate as approved by the Commanding Officer of 408 Squadron.

 The selection committee members must be active in their respective roles and either be current members of 408 Squadron or members of the 408 “Goose” Squadron Association in good standing. The committee must have at least 4 members from the Association Board. If a member of the committee is unable to carry out their duties an additional member may be elected by the committee from volunteers that meet the criteria to be on the 408 “Goose” Squadron Association board.

 Grading will be a simple 1 through 10 scoring. Total scores will be added up and each applicant ranked. In the case of a tie the committee will review all criteria of the tied applicants for any distinguishing differences. If a tie is still in place then the committee will vote. If the tie remains, the Honourary Colonel will review and make the final ranking decision.

**Bursary value and Quantity**

Based on the current account value, and the desire for the interest from the principle fund to be the only funds used for the bursary, the number of scholarships given each year will change based on funds earned on the investment. At this time each scholarship will have a dollar value of 1000 Canadian Dollars. The Association website will indicate each year, on or about 1 April (not to include 2021 where the number will be announced prior to 10 June), the number of bursaries that will be given. ([www.forfreedom.ca](http://www.forfreedom.ca)).

**Record Keeping**

 This will be done in accordance with Alberta Societies Act. Records will be kept for three years.

**Supervision of Grants**

The Chair of the 408 “Goose” Squadron Association, or designated representative from the Association Board, will ensure that winning applicant(s) provide the appropriate receipts for expenses proving the funds were used according to the definition of qualified expenses.

**Annexes:**

Annex A – Applicant Requirements