



## **2023 CREW Network Convention or 2024 CREW Network Leadership Certificate Program Attendance Scholarship Application & Review Process**

### **Scholarship Amount:**

Award amounts are as follows:

- **Three (3) \$3,000.00 CDN** scholarships for the highest scoring applicants.
- Mentees in the 2023 CREW Calgary Mentorship Program will be given preference on one (1) scholarship.

### **SCHOLARSHIP DETAILS:**

#### **Arrangements & Expenses:**

The scholarship will only be applicable to offset expenses and will not cover supplemental activities such as educational tours, learning excursions, meals or dine arounds. All travel arrangements and registrations will be made by the scholarship recipient. Receipts are to be submitted via email to the CREW Calgary Treasurer and are eligible for reimbursement up to a maximum of the scholarship amount upon return from the CREW Network Convention or CREW Network Leadership registration or session, with actual receipts presented and exchange rates provided from credit card receipts or cash exchange chits.

The following are considered reimbursable expenses as part of this scholarship:

- Registration Fee for the 2023 CREW Network Convention or 2024 CREW Network Leadership Certificate Program.
- Air travel for coach/economy class airfare.
- The airline fee for one piece of checked personal luggage.
- Hotel - Participants are responsible for contacting the hotel to reserve their specific guest rooms. They should identify themselves as part of CREW Network to get the special guest room rates negotiated for the group.
- Transportation between Airport & Hotel - If CREW members are travelling together, shared transportation cost is encouraged.

Expenses not covered by the scholarship and must be covered by the participant (not limited to):

- Meals & Activities: Generally, a continental breakfast and lunch on the days of the Convention and a reception will be provided by CREW Network as part of the fee to attend the Convention. Other meals and activities are optional and paid for by the attendees.
- Mini-bar and room service liquor purchases
- Leadership Summit and optional tours or activities



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### **Estimated Cost to Attend the Convention:**

To allow the candidates to estimate their contribution in addition to the scholarship for attending the CREW Network Convention, we propose the following minimum overall budget, based on the Board's budget for delegate attendees:

Registration \$1,600 CDN (\$1,199 US with Conversion rate 1.35)

Airfare \$800 CDN

Cab Fare/Transportation \$200 CDN

Hotel Room \$1,800 CDN (based on 4 nights, taxes and fees with Conversion rate 1.35)

Food (breakfast and lunch included at the Convention) \$200 CDN

Optional tours or activities (additional)

**Total estimated \$4,600 CDN**

<https://crewnetwork.org/microsites/conventions/2023/registration>

### **Estimated Cost to Attend the Leadership Certificate Program:**

To allow the candidates to estimate their contribution in addition to the scholarship for attending the CREW Network Leadership Certificate Program, we propose the following minimum overall budget, based on prior attendees' experience:

Registration \$3,700 CDN (\$2,750 US with Conversion rate 1.35)

Airfare \$1,000 CDN x 3 sites = \$3,000 CDN

Cab Fare/Transportation \$200 CDN x 3 sites = \$600 CDN

Hotel Room \$3,600 CDN (based on 3 nights @ 3 sites with Conversion rate 1.35)

Food (Breakfast and lunch provided) \$200 CDN x 3 sites = \$600 CDN

Optional tours or activities (additional)

**Total estimated \$11,500 CDN**

<https://crewnetwork.org/microsites/leadership-certificate/2023>



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### **ELIGIBILITY CRITERIA:**

To be eligible for either scholarship, candidates must:

- Submit a letter of support from their company/employer
- Be a member in good standing of CREW Calgary (*minimum of one complete calendar year*)
- Have their CREW Biz information up to date, including a photo
- Complete the attached scholarship application
- Be willing to attend all sessions, be an active participant, and submit a short summary of their Convention or Leadership Certificate Program experience for any CREW Calgary marketing materials (including without limitation, CREW Calgary website, newsletters, and social media postings).

Note that:

This scholarship application is open to all CREW Calgary members including those serving on committees and the board. This scholarship is not transferrable.

Please note that by accepting this scholarship and attending, you are a representative of the Calgary Chapter and are expected to participate responsibly, professionally, and fully in all Convention or Program activities.

All application materials must be received by CREW Calgary via email by the deadline noted on the application.

None of the scholarship application materials received will be returned to the applicants and only materials related to successful applicants will be kept on file. All other materials received will be destroyed.

Evaluators will not be disclosed and scores or evaluations will not be available for review.

By applying, you consent to our using your name, company, and CREW Calgary involvement on our website and in our communications.

CREW Calgary scholarship recipients are not permitted to defer the scholarship award.

CREW Calgary scholarship recipients may accept additional grants and scholarships from other sources.



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### **THE SELECTION PROCESS:**

Applications are reviewed by members of the board of directors of CREW Calgary. Each board member evaluates in private and sends score to a designated board member. Points are assigned based on a scoring rubric. At the discretion of the board, results will be discussed or reviewed should clarifications be required, or the scoring resulted in a tie.

Recipients will be selected by this review process. Alternates will also be determined, but not notified unless recipients are unable to attend due to unforeseen circumstances. CREW Calgary may also hold a draw of qualified applicants depending on the scholarship funds available for the year.

### **Submission & Application Deadline:**

Please submit your applications to the board via email to [crew@crewcalgary.com](mailto:crew@crewcalgary.com)

All applications must be received by **noon on Monday, July 17, 2023**. Only complete applications submitted on or before this date and time will be considered.

### **Notifying Recipients:**

Recipients will be notified by **Friday, July 28, 2023**, and announced on the website/e-news. They will also receive an email with directions on how to claim the reward and other relevant information.

Candidates agree to be bound by the following terms and conditions. By entering, candidates release and hold harmless CREW Calgary and all their respective directors, officers, agents and successors from any and all liability from any injuries, loss or damage of any kind arising from or in connection with the scholarship program or any award won. Without limiting the foregoing, CREW Calgary will not be liable for any incorrect or inaccurate information, whether caused by CREW Calgary or its agents or by any technical or human error which may occur in the receipt or processing of entries. CREW Calgary reserves the right at its sole discretion, without advance notice, to terminate or suspend the scholarship program, in whole or in part or modify in any way.