

2019 Young Leader Education Scholarship

SITE Global Conference

SITE Canada, the Society for Incentive Travel Excellence, is providing its Young Leader Program members with the opportunity to win one educational scholarship to attend the SITE Global Conference, January 11 - 14, 2019 in Bangkok, Thailand. The scholarship, in the amount of \$3000 CAD, will be awarded to the successful SITE Canada Young Leader applicant as a contribution toward expenses to attend the conference.

Eligibility and requirements for submission:

- Must be a Young Leader Member in good standing of the SITE Canada Chapter. Please note this is a member from any discipline (Supplier and Buyers).
- The Scholarship will not cover all costs for the conference. The recipient will be expected to cover the cost differential.
- Include written acknowledgement from your employer stating should you win this scholarship you will have the necessary time allocated to attend the conference.
- Submit an essay of approximately 500-750 words detailing the following:
 - ✓ As a Young Leader, describe your involvement with SITE Canada.
 - ✓ How have you leveraged your SITE Young Leaders membership to benefit yourself and/or your organization?
 - ✓ How will your learnings during the conference be put to use in your current position? In your future professional goals?
 - ✓ How can you share your attendance and experience with other SITE members?
- Submit activities based on the criteria outlined in this document. Supporting documents could include receipts from education events, chapter meetings or webinars, copies of articles written, etc.
- Supporting documentation and submission details should cover the last two years only.

Scholarship Specifics:

- One (1) \$3000 CAD scholarship is available for a qualified Young Leader to attend the 2019 SITE Global Conference. The scholarship money is to be applied to costs associated directly with attending the 2019 SITE Global Conference: specifically airfare, registration fee, accommodation, meals during the conference that are not included in the program (excluding alcohol), airport transfers or airport parking charges. Original receipts are required for reimbursement up to a maximum of \$3000 scholarship dollars in Canadian funds.

- The scholarship is non-transferable.
- The selected candidate is expected to attend all sessions and activities during the events.
- A written report must be submitted to SITE Canada office within 30 days of the conference. This report will be printed in SITE Canada's newsletter, *SITELines*, and/or on the SITE Canada website.
- Deadline for submission is **Wednesday, September 19, 2018**. Submissions received after this date will not be considered. Scholarship applications should be sent to the SITE Canada office via:
 - email office@SITEcanada.org
 - fax 905-567-7191 or
 - mail 6700 Century Ave., suite 100, Mississauga, ON L5N 6A4
- Submissions will be reviewed by the Scholarship Selection Committee, which consists of two SITE Canada Board Members and three members at large.
- Preference will be given to applicants who have not received a scholarship award in the past two years.
- Any questions regarding the Scholarships or the application process should be directed to the SITE Canada office.
- All candidates, including the successful applicants, will be informed of the Committee's decision no later than **Friday, October 5, 2018**.
- The SITE Canada office must be notified, in writing, no later than one month before the conference if you are unable to travel. Any costs related to the cancellation, will be the sole responsibility of the recipient. Consequently, trip cancellation insurance is highly recommended.

Please note: failure to comply with any of the above may result in non-payment of scholarship funds to the winner.

Young Leader Education Scholarship Evaluation Criteria

Credit for points is only given for activities during the past two years unless otherwise specified.

- **SECTION 1 – SITE CANADA YOUNG LEADER – Write an essay of 500-750 words (MAXIMUM 40 POINTS)**
 - ✓ As a Young Leader, describe your involvement with SITE Canada.
 - ✓ How have you leveraged your SITE Young Leaders membership to benefit yourself and/or your organization?
 - ✓ How will your learnings during the conference be put to use in your current position? In your future professional goals?
 - ✓ How can you share your attendance and experience with other SITE members?
- **SECTION 2 – EDUCATION (MAXIMUM 25 POINTS)**
 - ✓ Attendance at SITE Canada Chapter Events including SITE Canada Education Day (include event names and dates) *(2 points per event)*
 - ✓ Participation in a SITE or related industry webinars (List the webinars you participated in and explain/expand on what you learned) *(2 points per webinar)*
 - ✓ Certification of CIS *(4 points)*
- **SECTION 3 – VOLUNTEERISM (MAXIMUM 25 POINTS)**
 - ✓ Active member of a SITE Canada committee *(3 points per committee, 8 points for board involvement)*
Provide a detailed description of your volunteer activities for the past 2 years. Please include volunteer experience on committees with SITE Global and SITE Canada. Name the committee(s), explain your roles and responsibilities and how much time you invested in each volunteer position:
 - ✓ Submission of an article for a SITE or industry related publication *(5 points per article)*
- **SECTION 4 – SITE AMBASSADORSHIP (MAXIMUM 10 POINTS)**
 - ✓ Recruitment of new members *(2 points per new member to a maximum of 10 points)*
 - ✓ Involvement with industry related post-secondary education institution to promote SITE *(5 points per year of involvement)*

Total: 100 points

Note: Please submit supporting documentation including copies of articles, speaking engagement dates, registration receipts, specify on which SITE committees you were an active volunteer and any other information that you can provide to supplement your application.

Young Leader Scholarship Application

As a member in good standing with SITE Canada's Young Leaders Program and with the SITE Canada Chapter, I wish to apply for the 2019 SITE Global Conference in Bangkok, Thailand, January 11 – 14, 2019.

Enclosed with this application form is my submission and all supporting documentation.

Name:		
Company:		
Address:		
City:	Province:	Postal Code:
Telephone:		
E-mail:		
SITE Membership Number:		
Date joined SITE Canada:		
Years in Profession:		
Have you received a SITE Scholarship in the past?: Yes No If so, please advise the dates and details:		
Is there anything else that you would like the committee to know in considering your application? If so, please explain:		

**DEADLINE FOR SUBMISSION
WEDNESDAY, SEPTEMBER 19, 2018, 5:00 PM**