

## APPENDIX 2.11

### **THE KEN PLUMLEY MEMORIAL FUND**

**Revised October 2017**

#### Purpose

The Ken Plumley Memorial Fund was established in 1999 by the AOTS (As One That Serves) Men's Club of Grace United Church for the purpose of recognizing the outstanding contribution made to the AOTS by Ken Plumley during his more than 40 years of service to the Club.

#### Parameters of the Fund

- The Fund is intended to be an "open ended" financial vehicle for the purpose of receiving donations.
- The AOTS Men's Club of Grace United Church made an initial contribution of \$1000 in 1999.
- The assets of the Fund include:
  - The "Ken Plumley Memorial Fund", a separate account within the financial records of Grace United Church
  - The Ken Plumley Memorial Fund account held at the Sarnia Community Foundation (SCF)
- All donations to the Fund should be made to Grace United Church and clearly marked "Ken Plumley Memorial Fund".
- The Church Treasurer will determine how donations and SCF distributions will be allocated to the Fund assets.
- The Fund will pay no administrative fees to Grace United Church.

#### Provisions of the Fund

- Each year the Fund will pay a scholarship of not less than \$100.00 to one or more graduating secondary school students.
- The value of the scholarship(s) will be recommended by the Church Treasurer each year and approved by the Executive of AOTS Men's Club of Grace United Church.
- The AOTS Club may also contribute funds to top-up the annual scholarship.

#### Process for Awarding Scholarships

The Selection Committee will be comprised of:

- Two members of the AOTS Men's Club of Grace United Church
- One member of the Finance Committee of Grace United Church

The Selection Committee will:

- Prepare an application form to be submitted by interested students.
- Make application forms available from the Church office no later than May 1.
- Advertise the Scholarship and the application process via Church media and the youth network.
- Receive all applications by June 1.
- Review all applications and evaluate all candidates. The evaluation will consider the following elements:
  - Membership in Grace United Church.
  - Participation in the Children & Youth Ministry programs of Grace United Church.
  - Contribution to the development of Children & Youth Ministry of Grace United Church.
  - Completion of Secondary School Credits in French, German, Spanish or other languages.
  - Input from the Youth Minister.
- Select the recipient(s) and present the Scholarship(s) no later than June 30.
- All application forms will be destroyed upon completion of the selection process.

**Scholarship Application Form**  
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**Background Information for Applicants:**

The Grace AOTS Memorial Fund was established in 1999 by the AOTS Men's Club of Grace United Church for the purpose of recognizing the outstanding contribution made by Ken Plumley to the Club, and to the Church.

The Fund will pay a scholarship of not less than \$100.00 to one of more graduating secondary school students. The Selection Committee will evaluate all candidates. The evaluation will consider the following elements:

- Membership in Grace United Church.
- Participation in the Children & Youth Ministry programs of Grace United Church.
- Contribution to the development of Children & Youth Ministry of Grace United Church.
- Completion of Secondary School Credits in French, German, Spanish or other languages.
- Input from the Youth Minister.

Completed application forms must be returned to the Church office no later than June 1.

The Scholarship recipient(s) will be advised no later than June 30.

All application forms will remain confidential to the Selection Committee and the Church Secretary.

**Applicant Information:**

**Name:**

**Home Address:**

**Home Telephone:**

**Email Address:**

**Number of years attending Grace U.C.:**

**Secondary School Graduated From:**

**Please list credits achieved in French, German, Spanish or other languages:**

## Scholarship Application Form

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**Description of Your Participation and/or Contribution:** Please provide a written description for each category. Point form is acceptable. Use a separate sheet if you prefer to do so.

1. Your participation in the Children & Youth Ministry programs of Grace United Church. The selection committee is looking for your participation in groups or activities such as Children's Worship, Hi-C, Youth Group, Confirmation, Presbytery activities, etc.
2. Your contribution to the development of Children & Youth ministry of Grace United Church. The selection committee is looking for your contributions such as responsibilities you accepted, projects you completed, talents you offered, or personal skills (e.g. leadership) that you learned through your contributions.

**Applicant's Signature:**

**Application Date:**

**Reminder - Please submit your application to the office of Grace United Church by June 1.**

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronic Documents Act (2000, c.5).

Personal information gathered will be used for the purposes of selecting a recipient for The Ken Plumley Memorial Fund. All application forms and the personal information gathered therein remain confidential to the Selection Committee, the Church Secretary, and the Pastoral Team at Grace United Church. All application forms will be destroyed upon completion of the selection process.