

Crombie Lockwood-Vero Liability Study Awards APPLICATION FORM 2012



Introduction

The Crombie Lockwood-Vero Liability School Trustee Study Awards were introduced in 1999 at the New Zealand School Trustees Association's 10th birthday celebrations. The annual scholarships recognise the commitment that school trustees make to New Zealand's education system. The awarded study programmes and projects will be of significant benefit not only to each of the recipients, but to their community and school, and also to trusteeship in general.

Terms and Conditions

The Crombie Lockwood-Vero Liability study awards are provided through the New Zealand School Trustees Association. The awards provide opportunities for lay members of New Zealand boards of trustees to pursue study and other self development, either within New Zealand or overseas.

Eligibility

The study awards are available to all trustees on boards within the New Zealand compulsory education sector, except school employed trustees.

Applicants must be resident in New Zealand and be New Zealand citizens or hold New Zealand permanent resident status.

Value and tenure of study awards

Up to five (5) scholarships to a value of \$4,000 each shall be awarded each year.

Awards must be used within the calendar year following their presentation.

Recipients may reapply for a second or subsequent award however priority will be given to first time applicants.

Payment of study awards

Payment shall be made by way of a lump sum or in equal instalments, at the discretion of the selection committee, having regard to the intended use of the funds.

Selection

A selection committee which may comprise:

- (a) a representative of Crombie Lockwood
- (b) a representative of Vero Liability
- (c) a representative of NZSTA
- (d) up to two (2) further NZSTA nominees

shall have the sole responsibility for determining the eligibility of an applicant.

The decision of the selection committee shall be final.

If in the opinion of the selection committee, no applicants of sufficient merit have applied for an award in any one year, then there is no obligation on the selection committee to offer one or more awards in that year.

Every application shall be accompanied by:

- (a) a full statement of the applicant's proposed programme of study and/or other self development
 - (b) two (2) references from suitable persons, who can attest to the suitability of the applicant to receive a study award and to the tangible benefits that the applicant will be able to bring back to the New Zealand education system
 - (c) evidence of academic attainment, if applicable, is as follows:
 - (i) university entrance if seeking to undertake a first degree
- OR**
- (ii) tertiary academic record if seeking to undertake a higher degree or conduct research
 - (d) proof of New Zealand citizenship or permanent resident status, which may include a certified copy of birth certificate, current New Zealand passport or residency documentation.

Criteria

In determining the eligibility and/or suitability of an applicant for a study award, the selection committee shall have regard to:

- (a) the applicant's current commitment to full and active participation in trusteeship
- (b) the potential benefits to both the applicant and to the sector as a whole
- (c) referees' reports
- (d) character and qualities of leadership and evidence of continued commitment to service, including trusteeship, within the community
- (e) the relevance of the intended programme of study or self development to the advancement of self management in New Zealand schools
- (f) the quality of the proposed programme

Reporting

The recipients of Crombie Lockwood-Vero Liability study awards must undertake to provide a comprehensive report to NZSTA of the programme undertaken. This report, which is to be provided within two months of the completion of the award, should aim to advance the concept of self management in the New Zealand compulsory education sector.

Other conditions

The selection committee may at any time suspend or terminate the study award or require the forfeiture of such portion of the study award monies as the committee may require, if it is satisfied that the applicant is for any reason not pursuing the proposed course of study or development or has failed to comply with any of the terms and conditions under which the study award was made.

NZSTA, Crombie Lockwood-Vero Liability reserve the right to use names, photographs and details of successful applicants for advertising or publicity purposes. Applicants who apply for an award should note this condition and that application confers consent.

Please Note

Applicants are required to attach to this form.

- (a) A full statement of the proposed programme of study and/or other self-development, including a budget of expected costs [see example below].

Example of Budget - Study

Paper 1	\$800.00	
Paper 2	\$800.00	
Paper 3	\$800.00	
Paper 4	<u>\$800.00</u>	
Sub total		<u>\$3,200.00</u>
Course costs, and books	\$650.00	
Enrolment fees	<u>\$150.00</u>	
Total		<u>\$4,000.00</u>

Example of Budget - Research

Questionnaires and primary research costs	\$2,000.00	
Research analysis and product service design	\$1,000.00	
Communication [telephone, fax, postage, email]	\$550.00	
Publishing and printing	<u>\$450.00</u>	
Total		<u>\$4,000.00</u>

- (b) Two (2) references from suitable persons as outlined above.
- (c) Evidence of academic attainment as detailed above.
- (d) Proof of citizenship or residency as detailed above.

I have read and understood the regulations for this award and agree to abide by them. I have also read and agree to the disclosure of information as detailed overleaf.

Signed

Date

Applications addressed to:

Executive Assistant
NZSTA
P O Box 5123
Lambton Quay
Wellington 6145

Ph (04) 471 6419, Fax (04) 473 4706
Email: bdixon@nzsta.org.nz

close on Friday, 18 November 2011

Advice to Applicants

Applications, complete with required attachments, must arrive by the closing date as shown on the Application Form. No undertaking is given to accept late applications.

Do not put your application into any sort of folder. Simply attach all pages with one staple in the top left hand corner. All pages should be white A4 size.

Please do not send original documents. Send copies which have been certified as a true and correct copy by a Justice of the Peace. Unless specifically requested do not send a curriculum vitae with your application.

Disclosure of Information

You are required to signify your consent on the application form to:

- the disclosure of the personal information given on this form for purposes related to your application for a study award to the members of the selection committee
- the publication of your name and details of the programme to be undertaken as holder of the study award should this application be successful
- the disclosure of relevant information to the sponsors of this award

NZSTA undertakes to store your application in a secure place in the event that you are successful in gaining an award or are selected as a reserve candidate for an award, and to destroy your application to preserve its confidentiality in the event that you are unsuccessful in gaining an award.

Should you have reason to believe that information held about you in your application is incorrect, you have the right of access to, and correction of, that information.

**Crombie Lockwood-Vero Liability Trustee Study Awards
APPLICATION FORM
2012**



1. Full name of applicant: _____
[Ms/Miss/Mrs/Mr/Dr]

2. Postal address: _____

3. Telephone: _____ Cell phone: _____

4. Facsimile: _____	Email: _____
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5. Name of school board you are currently serving on:

6. Your position on board:

[eg parent elected trustee]

7. Provide details of your trusteeship service:

School name	Years served on board

8. Brief description of proposed programme of study or self-development [attach a full description on a separate sheet].

9. Describe the relevance of this programme of study or self-development to the advancement of self-management in New Zealand schools:

