

## Speech and Hearing BC Policy Statement & Procedures

### II.4

#### AREA: Member Services

#### SUBJECT: Speech and Hearing BC UBC Externship Travel Scholarship Funds

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##### POLICY:

Speech and Hearing BC offers an annual \$1500 UBC Externship Travel Scholarship for a student in Speech Language Pathology **and** a student in Audiology whose externship is located outside of the lower mainland within British Columbia. The total amount of the award given to the School of Audiology and Speech Sciences annually will be \$3000.

##### PROCEDURE:

1. The Development Office (Awards, Gifts and Estate Planning) at UBC sends a letter and Donor Contact Information Sheet to Speech and Hearing BC requesting confirmation of its annual support for the award. The letter is sent annually each October.
2. The Donor Contact Information Sheet is completed by the office and signed by the Treasurer and mailed to the Development Office at UBC. A cheque for the award amount, \$3000, is also mailed.
3. The prize recipient(s) will be selected annually by SASS UBC faculty and forwarded to the Development Office.
4. In June, the Development Office sends a *Notice of Award Assignment* to Speech and Hearing BC
5. A tax receipt is generated by UBC and sent to Speech and Hearing BC for its records.
6. The Awards Committee Chair will invite a UBC representative to present the Speech and Hearing BC UBC Externship Travel Scholarship during the Awards Ceremony at the Annual Conference.