**D.A. TORONTO RETREAT SCHOLARSHIP APPLICATION FORM FEB 26-28, 2016 Page 1/3**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Group Name: \_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City , Province/State, and Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone number: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **I have attended Debtors Anonymous for at least six meetings in the last three months Y/N**

**I have regularly attended Debtors Anonymous for at least six months. Y/N**

**I have received a Retreat scholarship in the last five years (2011 +) Y/N**

**I do (or recently did) this Service at the Group or Intergroup level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I will happily do this service at the Retreat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email completed application to retreat@debtorsanonymous.ca by December 31, 2015.**

**Or, mail completed application to: D.A. Retreat Scholarship,**  **P.O. Box 5, 552 Church Street
Toronto, ON M4Y 2E3 CANADA**

**Deadline for *receipt* of application is December 31, 2015.**

**Please complete Column A only**

|  |  |  |
| --- | --- | --- |
|  | **Column A** | **Column B** |
| **Expenses:** | **Planned** | **Actual** |
| 1. **Transportation**
 |  |  |
| **Plane, train, bus, gas, tolls, etc.** |  |  |
| **Transportation from home to local airport + tip** |  |  |
| **Transportation from airport to Retreat Center + tip** |  |  |
| **Transportation from Retreat Center to airport + tip** |  |  |
| **Transportation from local airport to home + tip** |  |  |
| **Baggage charges + tip** |  |  |
| **Direct vehicle expenses (gas, tolls, etc)** |  |  |
| **Other** |  |  |
| 1. **Meals (other than meals included at the Retreat)**
 |  |  |
| **Outgoing travel meals + tip** |  |  |
| **Return travel meals + tip** |  |  |
| **Friday Evening Dinner + tip** |  |  |
| **Other** |  |  |
| **SUBTOTAL A** |  |  |
|  **Contingency (10% of subtotal)** |  |  |
| **SUBTOTAL B** |  |  |
| 1. **Retreat Registration , Meals and Lodging**
 | **$175.00** |  |
| **FINAL TOTAL** |  |  |
| **Less: Amount of your contribution** |  |  |
| **TOTAL AMOUNT OF SCHOLARSHIP REQUESTED** |  |  |

**D.A. TORONTO RETREAT SCHOLARSHIP APPLICATION INSTRUCTIONS FEB 26-28, 2016 Page 2/3**

**IN THE PERSONAL INFORMATION SECTION, PLEASE PROVIDE :**

1. Your name, mailing address, phone number, and e-mail address, and your D.A. Group name.
2. Whether or not you have received a Retreat scholarship from the Toronto Retreat in the last 5 years.

**IN THE EXPENSE INFORMATION SECTION, PLEASE PROVIDE:**

1. **TRANSPORTATION.** Complete amounts for each applicable line item in this section**.**
2. **MEALS (other than already included).** Complete amounts for each applicable line item in the section, including meals enroute to and from the Retreat.
3. **SUBTOTAL.** Add amounts in rows A &B.
4. **CONTINGENCY.** Multiply the subtotal from rows A &B by 10%.
5. **SUBTOTAL A.** Add Subtotal plus Contingency.
6. **REGISTRATION FEE** (includes 3 meals Saturday and 2 meals Sunday) and lodging expenses are

pre-entered on the form.

1. **FINAL TOTAL.** Add SUBTOTAL B and Retreat Registration.
2. **AMOUNT OF PERSONAL CONTRIBUTION.** Subtract the total funds you can contribute.
3. **AMOUNT OF SCHOLARSHIP NEEDED.** Enter amount requested from the scholarship fund.

 **SUBMITTING THE APPLICATION**

|  |  |
| --- | --- |
| **BEFORE THE RETREAT****Email completed application to:** **retreat@debtorsanonymous.ca****Or, \*mail completed application to:****D.A. Retreat Scholarship,**  **P.O. Box 5, 552 Church StreetToronto, ON M4Y 2E3 CANADA****\*(make a copy for yourself for use later)** | **AFTER THE RETREAT****If you receive a scholarship award, after the Retreat, you must:** 1. **Complete Column B on the Spending Plan Worksheet (Actual )**
 |
| **Application must be received by Dec. 31, 2015.**  | **Mail the completed form *and* a check in the amount of any unused funds to be received by March 13, 2016 to :****D.A. Retreat Scholarship,**  **P.O. Box 5, 552 Church StreetToronto, ON M4Y 2E3 CANADA** **If no leftover funds, mail or email the completed form by March 13, 2016 to :** **retreat@debtorsanonymous.ca** |

**TORONTO RETREAT SCHOLARSHIPS FEB 26-28, 2016 Page 3/3**

The general purpose of the Scholarship Fund is to provide financial assistance to those D.A. members who are willing to be of service and to attend the Debtors Anonymous Toronto Retreat but don’t have all of the necessary funds to do so. Our purpose is to allow as many people as possible to attend the Retreat.

This allocation procedure for distribution of scholarship funds follows the process used by the World Service Conference, John H. Henderson Scholarship Fund.

**1. Suggested Qualifications to Apply**

(a) Attended at least six Debtors Anonymous meetings in the last three months. (b) A commitment to avoid in incurring new, unsecured debt. (c) Actively doing service at the group or intergroup level. (c) Actively working the Twelve Steps and Twelve Tools of Debtors Anonymous; (d) Willingness to fulfill agreed upon service at the Toronto Retreat; (e) Has not received a previous Retreat scholarship in the last five years (2011 or after).

**2. Deadlines**

Scholarship applications must be received by the Retreat Committee by **Dec. 31, 2015**. This allows the committee time to render a decision and reply to applicants in a timely manner.

Applications can be submitted as soon as they become available to avoid last-minute gridlock.

Scholarship applications and Registration forms are available at **debtorsanonymous.ca**

Decisions will be made by the Retreat Committee by **Jan. 15, 2016**.

**Notification To Applicants**

Applicants will be notified by **Jan. 20, 2016** by telephone, email or snail mail.

**3. Allocation**

One scholarship will be given based on the “Most Need.” However, the person must have attended meetings on a regular basis for at least six months.

The remainder of the fund will be allocated to those people with the “least need” first, in order to get more people to the Retreat. If the person cannot attend the Retreat, the funds go back into the scholarship fund for the Retreat Committee to re-award to a previously denied applicant.

**4. How Funds Are Dispersed**

Funds are kept in the Intergroup account by the Intergroup Treasurer. The Treasurer will distribute funds as recommended by the Retreat Committee. Funds available for scholarship will include all contributions collected up to **Dec. 31, 2015.** Any scholarship donations after that date will be allocated to the retreat the following year, 2017.

**5. Record Keeping**

**The Retreat Committee will follow the guidelines in this Scholarship Fund application process.** The Treasurer of Intergroup will keep track of the name, address, meeting represented, and amounts awarded to each fund recipient and forward a report to Intergroup. The Retreat Committee will maintain a file of all scholarship recipients.

If a recipient does not use all funds granted, they will return the excess amounts to Intergroup to be placed back into the Scholarship Fund. The recipient will complete an Actual Spending Plan (Column B on the Spending Plan Worksheet) and return it to Intergroup within two (2) weeks following the last day of the Retreat, that being **March 13, 2016.**