



The Alberta  
Teachers' Association

**belairdirect.**



APPLICATION

# Belairdirect Scholarship

If you have any questions or need assistance completing this application, contact the ATA's Professional Development program area at [pd@ata.ab.ca](mailto:pd@ata.ab.ca) or 1-800-232-7208.



# About the Award

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Each year, Belairdirect sponsors up to one scholarship of \$2,500 for the Alberta Teachers' Association (ATA) to award to a member who is pursuing coursework offered by a recognized public university, college or technical school in Canada that focuses on business education and/or the use of computer technology in education. Recipients receive the scholarship funds in a single payment once proof of registration has been provided to the ATA.

## ELIGIBILITY CRITERIA

You **are eligible** to apply for the Belairdirect Scholarship if you

- ✓ hold an Alberta permanent professional teaching certificate;
- ✓ have completed at least five years (or 700 days equivalent) of successful K–12 teaching in Alberta during which time you held the highest level of ATA membership possible;
- ✓ are an ATA member in good standing (ie, you have no ATA dues that are outstanding) and are at the highest possible level of ATA membership at the time of application;
- ✓ are registered in or planning to register for a single course or a course that is part of a certificate, diploma or degree program offered by a recognized public university, college or technical institute in Canada that focuses on business education and/or the use of computer technology in education; and
- ✓ intend to continue to contribute to K–12 public education in Alberta upon the completion of your program.

You are **not** eligible to apply if you

- ✗ have previously received a Belairdirect Scholarship or a John Mazurek–Morgex Insurance Scholarship.
- ✗ are also applying for the Nadene M Thomas Graduate Research Bursary or ATA Doctoral Fellowship in Education this year.

# Eligibility FAQs

## WHAT IS A “RECOGNIZED PUBLIC UNIVERSITY IN ALBERTA OR CANADA”?

For the purposes of determining award eligibility, the ATA will recognize

- the following Alberta-based universities that have either a long-standing relationship or memoranda of understanding with the ATA: Ambrose University, Concordia University of Edmonton, Mount Royal University, St Mary’s University, the King’s University, the University of Alberta, the University of Calgary and the University of Lethbridge;
- other Canadian postsecondary institutions that are listed as universities in the Government of



Canada’s list of designated educational institutions. Click or scan the QR code to view the list.

## DOES “SUCCESSFUL K–12 TEACHING” INCLUDE MY WORK AS A SCHOOL LEADER?

Absolutely! For the purposes of this award, successful “teaching” includes leadership work at the school and division level.

## WHAT IS THE “HIGHEST LEVEL OF ATA MEMBERSHIP POSSIBLE”?

Teachers who are employed by public, separate and Francophone school divisions in Alberta are active members of the ATA, which is the highest level of membership possible.

All other teachers in the province (including those who are employed at schools operated by First Nations education authorities, the provincial government, and charter or private school societies); those who are retired, unemployed or engaged in full-time study; those who work in faculties of education in Alberta and in certain roles in Alberta’s education system are not eligible for active membership, but may purchase associate



membership in the ATA. Visit the ATA website, or click or scan the QR code for more information.

# Documents

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If you are eligible to apply, your application package and all required documents must be received by **February 28, at 5 PM**. The ATA scholarship subcommittee will only review complete application packages that are received by the deadline.

## REQUIREMENTS

Your application package will be **accepted** if it includes

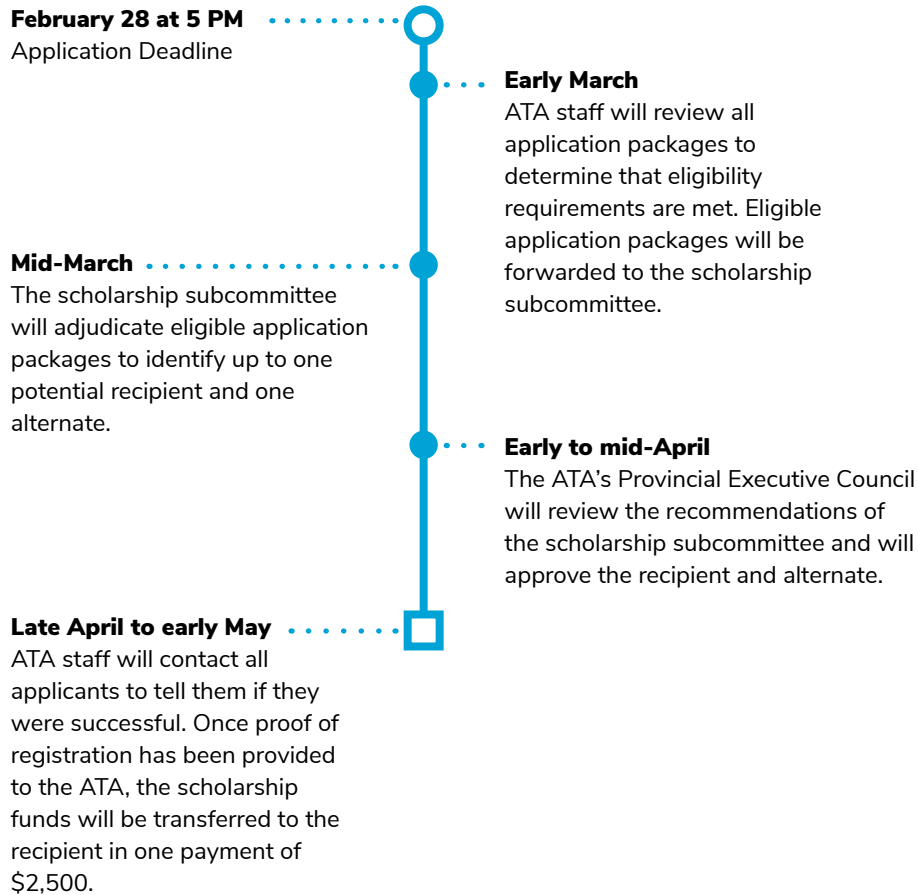
- ✓ the completed and signed application pages included at the back of this of this booklet; and
- ✓ two dated and signed letters of reference, each no longer than two pages in length, that attest to your exemplary K–12 teaching practice, contributions to the ATA and to public education.

Your application package will be **rejected** if

- ✗ any or all of the required documents are received after the deadline;
- ✗ the application pages are not completed or are not signed;
- ✗ more than two letters of reference are provided, or any individual letter is more than two pages in length; or
- ✗ any additional unsolicited documents (such as your résumé, curriculum vitae or photographs) are included.



# Timeline



## WHAT HAPPENS IF I RECEIVE A SCHOLARSHIP, BUT I'M NOT ABLE TO ACCEPT IT?

This award cannot be deferred. If a recipient becomes ineligible or is unable to accept the scholarship, the alternate will be notified that they are a recipient.

## IF I RECEIVE A SCHOLARSHIP, DO I HAVE TO REPORT IT WHEN I FILE MY TAXES?

Yes. Scholarship income is taxable. The ATA will provide recipients with a T4A slip to report the payment of \$2,500 for the tax year when these funds were paid.



# How to Apply

The complete application package, including the application form on the following pages of this booklet, letters of reference, information about the course you intend to complete and proof of registration, can be submitted using the following methods.

## MAIL

TECC Scholarship Subcommittee  
Alberta Teachers' Association  
11010 142 Street NW  
Edmonton AB T5N 2R1

Registered mail is  
strongly recommended.

## EMAIL

[pd@ata.ab.ca](mailto:pd@ata.ab.ca)

## HAVE QUESTIONS?

Contact the ATA's Professional Development program area at [pd@ata.ab.ca](mailto:pd@ata.ab.ca) or 1-800-232-7208.



# Contact, Membership and Employment

The information you provide on this page will be used to verify that you meet the eligibility criteria for this award. Personal information (including your name, age and contact information) will be redacted and will not be shared with the scholarship subcommittee.

## IDENTIFICATION

First Name	
Last Name	
Pronouns	Date of Birth YYYY/MM/DD

## CONTACT INFORMATION

Home Mailing Address	
City/Town	Province
Postal Code	Home/Mobile Phone #
Email	

## CERTIFICATION

Alberta Teaching Certificate #		
Certificate Type		
<input type="radio"/> Permanent Professional	<input type="radio"/> Interim Professional	<input type="radio"/> Letter of Authority

## MEMBERSHIP AND EMPLOYMENT

<p>Current Level of ATA Membership</p> <p> <input type="radio"/> Active                 <input type="radio"/> Associate                 <input type="radio"/> Life                 <input type="radio"/> None         </p>
<p>Current ATA Local (if applicable)</p>
<p>Current Employment Status</p> <p> <input type="radio"/> Full or part time                 <input type="radio"/> Substitute                 <input type="radio"/> On Leave                 <input type="radio"/> Retired                 <input type="radio"/> Other         </p> <p>If "other", please specify: _____</p>
<p>Current School Division (if applicable)</p>

## TEACHING AND SCHOOL LEADERSHIP EXPERIENCE

Position	School Division <small>In reverse chronological order with your current or most recent employer at the top</small>	Location <small>City/town and province, or country if not in Canada</small>	Employment Period <small>YYYY MM–YYYY MM</small>

If you have additional teaching experience that can't fit in the table above, provide the relevant information here. (50 words maximum)



# Course Information

## INSTITUTION

Name of Institution	
Faculty/ Department	
City/Town	Province

## COURSE AND PROGRAM

Course Name	
Course Start Date (YYYY/MM)	Course End Date (YYYY/MM)
Is this course part of a certificate, diploma or degree program?	
<input type="radio"/> no <input type="radio"/> yes, it is for a certificate <input type="radio"/> yes, it is for a diploma <input type="radio"/> yes, it is for a degree	
If "yes", please name the program you are working towards: _____	

## COURSEWORK

Provide a brief description of your coursework and how it connects to business education and/or the use of computer technology in education. (150 words maximum)

Briefly describe how your coursework will contribute to your professional practice and to the professional practice of others. (100 words maximum)

Following the completion of your coursework, how do you plan to continue to contribute to K–12 public education in Alberta? (100 words maximum)

# Exemplary K–12 Teaching and School Leadership

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## DEMONSTRATION OF EXPERIENCE

How have you demonstrated exemplary K–12 teaching and school leadership during your career? Provide specific examples, such as how you have

- developed productive relationships and established inclusive learning environments;
- promoted student growth through innovative teaching/leadership practices and the thoughtful application of technology and research; or
- actively modelled your commitment to the Truth and Reconciliation Commission's calls to action through individual, classroom and school activities.

(300 words maximum)

## AWARDS AND NOMINATIONS

List any awards or nominations you have received in recognition of your exemplary K–12 teaching or school leadership.

Award or Nomination	Issuing Organization	Date (YYYY MM)

If you have additional awards or nominations related to your teaching or school leadership that can't fit in the table above, provide the relevant information here. (50 words maximum)

# Contributions to the Association

## ELECTED AND APPOINTED POSITIONS

List any elected or appointed positions you have held in ATA subgroups (ie, ATA locals, convention associations, specialist councils and bargaining units) or in the provincial ATA (eg, Association instructors, Association administrator instructors, PD facilitators, Indigenous Education PD facilitators).

Position/Role	Provincial ATA or ATA Subgroup	Period (YYYY-YYYY)

If you have additional ATA elected or appointed positions that can't fit in the table above, provide the relevant information here. (50 words maximum)

### COMMITTEE APPOINTMENTS AND REPRESENTATION

List any committees you sit on at the ATA provincial or local level as well as any external organization or government committees where you represent the ATA and its members.

Committee	Provincial ATA, ATA Local, External Organization or Government Ministry	Period (YYYY-YYYY)

If there are additional ATA committees or external/government committees that can't fit in the table above, list them here. (50 words maximum)



# Contributions to Public Education

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## DEMONSTRATION OF CONTRIBUTION

Aside from your work as a teacher or school leader, how have you contributed to public education in Alberta? Provide specific examples, such as how you have

- contributed to the professional development of other teachers and school leaders through presentations at conferences, teachers' conventions, workshops and webinars;
- mentored new teachers and school leaders or supervised education students during their practicum experiences;
- instructed undergraduate and graduate courses in education or contributed to educational research efforts;
- shared insights about teaching, learning and leadership through publications, blogs, vlogs or podcasts; or
- volunteered with organizations or community groups that are focused on education-related topics or issues.

(300 words maximum)

# Reference Letters

Two dated and signed letters of reference are required to support your application. Please list your referees here.

## REFEREE 1

Name	
Title/Position	Relationship to the applicant
Organization	
Email Address	Phone #

## REFEREE 2

Name	
Title/Position	Relationship to the applicant
Organization	
Email Address	Phone #

# Checklist and Declaration

## SUBMISSION CHECKLIST

You are ready to submit your application package if you have

- completed all of the required pages in this application booklet;
- gathered two letters of reference that
  - are dated and signed;
  - are no longer than two pages in length each; and
  - specifically address your exemplary K–12 teaching practice and your contributions to the ATA and to public education.



### Please review your entries!

The text boxes on this form have strict character limits. Please double-check that none of your answers have been truncated. If any text has been cut off, please adjust your answer to fit within the space provided.

## DECLARATION

By signing or typing your name below, you declare that

1. all the information provided in your application and supporting documents is truthful and accurate;
2. you have not been found guilty of unprofessional conduct or professional incompetence nor have you engaged in any activities that, if made public, could possibly tarnish the reputation of the Alberta Teachers' Association, Belairdirect and/or the Belairdirect Scholarship; and
3. you understand that making any false representations could result in the disqualification of your application, the revocation of scholarship funds and ineligibility for future ATA awards.

Signature  
or typed  
name

Date

*The Alberta Teachers' Association requires the information contained in the application forms in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the Personal Information Protection Act applies to your personal information, please refer to the privacy policy on the Alberta Teachers' Association website or call 1-800-232-7208 and ask to speak to our privacy officer.*

## **End of Application Form**

The following page is for Alberta Teachers' Association staff use only.  
Please include it with your application forms.

**FOR ATA STAFF USE ONLY**

# Belairdirect Scholarship Applicant Intake

Applicant's Name in the Membership Database (if different than provided):

Association Local in the Membership Database (if different than provided):

## ELIGIBILITY AND DOCUMENT RECEIPT

- Member holds an Alberta permanent professional teaching certificate?
- Member is currently at the highest level of Association membership possible?
- Member is in good standing (ie, has no outstanding dues)?
- Member has five years (or 700 days equivalent) of K-12 teaching experience in Alberta?
- During this five-year (or 700 day) period, member was at the highest level of membership possible?
- Member has not received the Belairdirect or Morgex scholarships previously?
- Member is not concurrently applying for other Association fellowships or bursaries?
- Coursework is at an eligible public postsecondary institution in Canada?
- Coursework is on business education and/or the use of computer technology in education?
- Two letters of reference have been provided that
  - are dated and signed?
  - are no longer than two pages in length each?

Notes

Initials of Reviewer

Date

