



Zone Bursary Guidelines*

(suggested format*)

Objective	Tick when completed
1) Good clear governance and transparency; 2) Reduce ambiguity and judging decision queries; 3) Generate better ROI on Zone investment * If the Zone wishes CMAA Head Office to judge their bursaries, these Criteria must be used.	<input checked="" type="checkbox"/>
1 State Eligibility requirements <ol style="list-style-type: none"> 1. Specify a cut-off date by which that they must have been a CMAA member eg Must have joined by mm/yy 2. Must be a financial member 3. If the Zone requires applicants to have attended zone meetings to be eligible, specify the number of zone meetings required within a specified date range 4. Multiple wins: specify if a person can win more than one of your zone's bursaries in a given year. 5. International trips: specify that a person cannot win more than one international trip across your zone or CMAA Head Office bursaries in any given year. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2 Use of activity points as a metric: <ol style="list-style-type: none"> 1. Define how many points must have been accrued 2. Specify the date range that the points must have been accrued within. 	<input type="checkbox"/> <input type="checkbox"/>
3 Detail what the Zone deems to be "activity points" <ol style="list-style-type: none"> 1. See CMAA HO Club Industry Activity Points table below. 2. CMAA HO does not keep any record of golf days (or similar), Christmas parties, Zone trips etc but if the Zone wishes to accept them, they must be verifiable by the zone. 	<input type="checkbox"/> <input type="checkbox"/>
4 Bursary prizes: Be explicit in what is being offered. Specify <ol style="list-style-type: none"> 1. Name of course or conference name or whatever the prize. This can be generic eg "any course or professional development event offered by CMAA" (see CMAA first) 2. Supplier 3. Trip details: dates, itinerary, room sharing arrangements and number of nights, inclusions & exclusions, spending money (if any) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5 Governance Specify the return on investment the Zone must get in return for the bursary Example ROIs you could stipulate <ol style="list-style-type: none"> a) A written report (specify word count) at next zone meeting (set date) b) A presentation including Powerpoint at next zone meeting (set date and length) c) You may wish for the presentation to be made on a specific topic of interest to the Zone 	<input type="checkbox"/>
6 Prescribe Expense reimbursement requirement <ol style="list-style-type: none"> 1. CMAA strongly recommends a pre-specified and prepaid 'lump sum' signed for by the recipient for 'Bursary expenses and entertainment'. This receipt document should specify the date, the recipient's name, the reason for the payment (ie the bursary), and the amount. It should be used as the source document for the Zone's books of account. 2. Requesting itemised receipts is not recommended. 	<input type="checkbox"/>
7 Set Time period for taking the bursary <ol style="list-style-type: none"> 1. Specify the date range which the bursaries must be taken by ie set the expiry date of the bursary window. 2. Specify that on expiry of the bursary, any unused funds will be retained by the zone. 	<input type="checkbox"/> <input type="checkbox"/>
8 Include Statement: Cancellation, transferability, requests for money in exchange CMAA recommends the following wording <i>"The bursary awards are NOT transferable, exchangeable, or convertible to cash or credits. The CMAA Zone Committee reserves the right to cancel or re-issue any bursary that cannot be undertaken by an award recipient on the dates specified."</i>	<input type="checkbox"/>
9 Include statement: The Application Decision CMAA recommends the following wording: <i>"An independent judging party will objectively assess an application on the basis of how successfully it meets the expressly stated required eligibility and submission requirements. The selection of award winners will be based purely on the merit of the application. The decision of the judging party will be final and NO further correspondence or communication will be entered into"</i> .	<input type="checkbox"/>
10 Consider carefully and state: The Application Requirements Important rule 1: Clearly express what the Zone wishes the applicant to deliver for the application – this reduces confusion and enables very clear and transparent assessment by the judging panel. Important rule 2: ask applicants to address specific issues rather than generic to <u>prevent</u> application statements like <i>"if I win this trip to Macau it will help me become a better manager"</i> OR <i>"I think the networking opportunities will be invaluable"</i> etc Important rule 3: Instruction to use S.M.A.R.T goal setting criteria to answer the question enables more objective judging decisions and easier justification of winning application decisions. Important rule 4: always set a closing date and time, and state that late entries will not be accepted.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

CMAA Activity type Points		Notes for ACCM Activity points Distance 1. *For members who attend a CMAA Annual Conference delivered more than 100km radius from their club's premises, an additional 10 points will be allocated. 2. **For members who attend a CMAA Training Course or seminar delivered more than 100km radius from their club's premises, an additional 5 points will be allocated. ***Office Bearers Attach details of CMAA and/or CMDA office(s) held including the following information: <ul style="list-style-type: none"> • Zone, • Office title, • Duration of office.
Attending a CMAA Annual Conference	20 per conference*	
CMAA Zone meeting attendance	10 per meeting	
Attending an approved CMAA Zone Meeting Education Workshop	2 per workshop	
CMAA/CMDA Training Course/Seminar/Conference Workshop	2 per hour (maximum of 25 allocated per event)**	
CMAA Office Bearers eg: Executive Boards and Zone Committee members	15 per year***	
Attendance at a CMAA/CMDA Partner Training Course/Seminar/Conference Workshop (maximum of 25 points allocated per event). This includes Southern Cross University and CMDA approved partners.	2 per hour (maximum of 25 points allocated per event)**	

