



Ontario Food Protection Association  
Standard Operating Procedures (SOPs)  
**Scholarship Responsibilities and Oversight**

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Version: February 8, 2021  
Supersedes: January 2, 2021

**OFPA Scholarship Responsibilities and Oversight**

**1.0 OBJECTIVE**

To provide guidance and direction to the oversight of the annual OFPA Scholarship allocation. To ensure that OFPA scholarships are awarded in accordance with Director approved institutions for set qualification and criteria.

**2.0 SCOPE**

This procedure provides a guideline on how to manage the OFPA scholarship portfolio, including how to carry out the tasks required to manage and award the OFPA scholarships, maintain contacts, update scholarship qualifications/criteria, and seek approval for changes to future awards.

**3.0 RESPONSIBILITY**

| Role   | Activities   |
|--|--|
| OFPA Administrator                                   | <ul style="list-style-type: none"> <li>• Responsible for sending approved letter and payments to Universities and Colleges as per the scholarship schedule and approved recipients</li> <li>• Track payments and confirm payment with the Chair of the Scholarship Committee.</li> </ul>   |
| OFPA President<br><br>Chair of Scholarship Committee | <ul style="list-style-type: none"> <li>- Sign and approve any required Gift Agreements on behalf of OFPA</li> <li>• Responsible for updating SOP and securing approval on any required amendments</li> <li>• Responsible for managing relationships with Universities and Colleges regarding scholarships</li> <li>• Responsible for ensuring that requirements of this SOP are met</li> <li>• Ensure that any Gift Agreements are kept current.</li> <li>• Ensure that all school contact information is kept current.</li> </ul> |
| Board of Directors                                   | <ul style="list-style-type: none"> <li>• Approve any changes to OFPA Scholarships including awarded institutions, qualifications, and criteria.</li> <li>• Approve any changes to Scholarship SOP.</li> <li>• Attend, where possible, scholarship events to present Scholarships to recipients</li> </ul>  |



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## 4.0 PROCEDURE

- 4.1 January of each year, the Chair of the Scholarship Committee will review all SOP content to ensure that it is accurate. At this time, the Chair will reach out to all institution contacts (refer to Appendix A) to confirm that institution OFPA scholarship information, contact information and mailing addresses are accurate. A copy of the individual institution OFPA scholarship details will be sent to the institution contact to confirm accuracy and a record of confirmation will be kept.
- 4.2 Chair of the Scholarship Committee will confirm with the OFPA Administrator that the Contact Information (in Institution OFPA Scholarship Details and in Appendix A held by OFPA Admin for privacy) and Scholarship Payment Schedule (Appendix B) is up to date.
- 4.2 Gift Agreements will be drafted, as required, and signed by the OFPA President and necessary institution officials (See Appendix A). Signed agreements will be kept on file by the Chair and the OFPA Admin.
- 4.4 As per the scholarship payment schedule, the Chair of the Scholarship Committee will prepare the necessary scholarship letters for each of the institutions and will send these to OFPA Admin for mailing (President approved letter content in Appendix C).
- 4.5 OFPA Admin will send the approved final letter and the cheque to the appropriate contact and confirm with the Chair of the Scholarship Committee that the money and letter has been sent.
- 4.5 Any mid-year changes to the SOP will be completed by the Chair of the Scholarship Committee and approved by the OFPA Board of Directors.

## Institution OFPA Scholarship Details

### Centennial College:

|                                     |   |
|-------------------------------------|---|
| Name of Scholarship                 | Ontario Food Protection Association Scholarship – <b>Centennial College</b>   |
| Deadline for Application:           | No deadline for application. Students are nominated by teachers.  |
| How to apply:                       | The School of Engineering, Technology and Applied Science will select the candidate, followed by verification from Student Financial Services.  |
| Qualifications for this scholarship | The recipient must be: <ul style="list-style-type: none"><li>• Enrolled Full-Time during the Fall Term</li><li>• Enrolled in the Food Science Technology (#3620) program</li><li>• Must be a 3<sup>rd</sup> year Student in the Fall term</li></ul> |



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|                                     |   |
|-------------------------------------|---|
|                                     | <ul style="list-style-type: none"> <li>• The recipient will be the student who best meets two of the three following criteria:             <ul style="list-style-type: none"> <li>○ (1) has the highest mark in the course related to Food Safety (including Food Safety and Food Microbiology),</li> <li>○ (2) submits the best project related to Food Safety, ○</li> <li>(3) has the most complete and accurate HACCP, based on Food Safety plan.</li> </ul> </li> </ul> |
| Amount:                             | \$1000.00/year  |
| Make cheque to:                     | Centennial College  |
| School Contact for this Scholarship | Director, Operations<br>Office of Development and Alumni Engagement<br>Centennial College<br>P.O. Box 631, Station A, Toronto, ON M1K 5E9<br><br>OR<br><br>SDO: Annual Giving, Donor Relations Officer<br>941 Progress Avenue, Toronto, ON M1G 3T8  |
| Special Instructions:               | OFPA has signed a 3-year commitment letter for the OFPA to commit to \$1000 scholarship each year for 3 years in 2019. See appendix 4.  |
| Scholarship Ceremony Timeline:      | Scholarships are held in end of March/early April.  |
| Deadline for Payment                | OFPA will make payment in September/October every year.   |

### Conestoga College:

|                                      |   |
|--------------------------------------|---|
| Name of Scholarship:                 | Ontario Food Protection Association Scholarship – <b>Conestoga College</b>  |
| Deadline for Application:            | Scholarship recipients are selected in February for scholarships to be distributed in March.  |
| How to apply:                        | No application required from students. Faculty select students annually based on the criteria described below.  |
| Qualifications for this scholarship: | Criteria/Considerations: <ul style="list-style-type: none"> <li>• Enrolled full time in the Food Safety and Quality Assurance program (post graduate program)</li> <li>• Highest average in the class</li> <li>• Best project related to Food Safety</li> <li>• Most complete and accurate HACCP-based Food Safety plan.</li> </ul> |
| Amount:                              | \$1000.00/year (typically split this into 2 x \$500 awards)   |



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|                                     |  |
|-------------------------------------|--|
| Make the cheque to:                 | Conestoga College  |
| School Contact for this Scholarship | Advancement Office<br>c/o Finance Department<br>Conestoga College<br>299 Doon Valley Drive, Kitchener, ON N2G 4M4 Canada |
| Scholarship Ceremony Timeline:      | Ceremony is held at end of March/early April.  |
| Deadline for Payment                | OFPA will make payment in September/October every year.  |

**Durham College:**

|  |  |
|--|--|
| Name of Scholarship                    | Ontario Food Protection Association Scholarship – <b>Durham College</b>  |
| Deadline for Application:              | No deadline for application.   |
| How to apply:                          | No application required from students. Faculty select students annually based on the criteria described below.   |
| Qualifications for this scholarship:   | Full time student who is studying food safety or other food and beverage related programs. Awarded to the student with the highest overall marks in the last year of their specific program. |
| Amount:                                | \$1000.00/year   |
| Make cheque to (or pay by credit card) | Durham College   |
| School Contact for this Scholarship:   | Student Awards Coordinator,<br>Durham College, Student Services Building SSB, Rm 205H<br>2000 Simcoe Street North, Oshawa, Ontario; L1H 7L7  |
| Scholarship Ceremony Timeline:         | The ceremony is held in Spring every year,   |
| Deadline for Payment                   | OFPA will make payment in September/October every year.  |

**George Brown College: (NOTE: requires formal annual agreement):**

|                           |   |
|---------------------------|---|
| Name of Scholarship:      | Ontario Food Protection Association Scholarship – <b>George Brown College</b>   |
| Deadline for Application: | Students would apply on-line in the Fall.   |
| How to apply:             | Applicants must apply online. Selection process for this award will be conducted by the Awards Office. This award will be adjudicated by the Centre Hospitality and Culinary Arts Awards Section Committee. |



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|                                      |  |
|--------------------------------------|--|
| Qualifications for this scholarship: | <p>The recipient must be:<br/>A full-time student at the Chef School within the Centre for Hospitality and Culinary Arts at George Brown College with the following criteria:</p> <ul style="list-style-type: none"> <li>• Student is enrolled in one of the following programs: <ul style="list-style-type: none"> <li>• Food and Nutrition Management (H402) (Postgraduate)</li> <li>• Honours Bachelor of Commerce (H315) (Culinary Management)</li> </ul> </li> <li>• Student has a minimum cumulative GPA of 3.0</li> <li>• Student demonstrates a commitment and spirit of dedication to their choose area of professional study.</li> </ul> |
| Amount:                              | \$1000.00/year   |
| Make cheque to:                      | <u>George Brown College Foundation</u>   |
| Special Instructions                 | George Brown College Foundation Gift Agreement is signed by OFPA on an annual basis.   |
| School Contact for this Scholarship  | Development Officer, Annual Giving,<br>George Brown College Foundation,<br>St. James Campus; 200 King Street East, Toronto, Ontario<br>M5A 3W8   |
| Award Ceremony Timeline:             | The ceremony is usually held in the Spring.  |
| Deadline for Payment                 | OFPA will make payment in September/October every year.  |

### **University of Guelph:**

|                                      |  |
|--------------------------------------|--|
| Name of Scholarship:                 | Ontario Food Protection Association Scholarship – <b>University of Guelph</b>  |
| Deadline for Application:            | No deadline for application. Students are nominated by teachers throughout the year.   |
| How to apply:                        | No application required from students. Faculty select students annually based on the criteria described below.   |
| Qualifications for this scholarship: | The award is given to the student with the highest grade in FSQA *6000 Food Science Communication during the previous Summer and Fall offerings. The student awarded the scholarship will be encouraged to present the results of their research at the OFPA Fall meeting in the year following receiving the scholarship. |
| Amount:                              | \$1000.00/year   |
| Make check to:                       | University of Guelph   |
| School Contact for this Scholarship  | Alumni Advancement Manager, OAC<br>Alumni Affairs & Development; University of Guelph  |



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|                                |  |
|--------------------------------|--|
|                                | Johnston Hall, Rm 161,<br>50 Stone Rd E; Guelph, On; N1G 2W1         |
| Scholarship Ceremony Timeline: | The scholarship is given during the Spring Awards Ceremony in April. |
| Deadline for Payment           | OFPA will make payment in September/October every year.              |

## 5.0 DOCUMENTATION CONTROL

**At least once per year the Chair will review this SOP and update it to reflect the activities to make sure that it encompasses the updated procedures.**

| ISSUE DATE       | REVISED DATE     | STATUS  |
|------------------|------------------|---|
|                  | August 25, 2020  | Drafted by Kristen Green.   |
|                  | October 4, 2020  | Reviewed and commented by SM Chalouh.   |
|                  | October 14, 2020 | Sent to BOD for review and vote for acceptance.   |
| January 2, 2021  | October 29, 2020 | Vote by BOD has accepted SOP.<br>Reviewed again by SM Chalouh and ready to be posted on OFPA website.   |
| February 8, 2021 | February 8, 2021 | Updated by adding Section 5.0 Documentation Control.<br>Sent to Joe Myatt for updating on OFPA Website. |

### **Appendix A: List of Institution Contacts – UPDATED OCTOBER 12, 2020**

**\*\*HELD BY OFPA ADMIN FOR PRIVACY**



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**Appendix B: Scholarship Payment Schedule and Payments Made**

| Institution          | Amount | Scheduled Month of Payment |
|----------------------|--------|----------------------------|
| Conestoga College    | \$1000 | September/October          |
| Centennial College   | \$1000 | September/October          |
| George Brown College | \$1000 | September/October          |
| Durham College       | \$1000 | September/October          |
| University of Guelph | \$1000 | September/October          |

| Institution          | OFPA Fiscal Year 2018-19 | OFPA Fiscal Year 2019-20 | OFPA Fiscal Year 2020-21                           |
|----------------------|--------------------------|--------------------------|--|
| Conestoga College    | Paid \$1000              | Paid \$1000 Nov 2019     | Paid \$1000 Sept 11-20 CHQ#322                     |
| Centennial College   | Paid \$1000              | Paid \$1000 Nov 2019     | Paid \$1000 Sept 11-20 CHQ #323                    |
| George Brown College | Paid \$1000 Feb 2019     | Paid \$1000 Nov 2019     | Paid \$1000 Sept 20-20 CHQ#321                     |
| Durham College       | \$0                      | Paid \$1000 April 2019   | Paid \$1000 Sept 30-20 by credit card on-line form |
| University of Guelph | Paid \$2000 Feb 2019     | Paid \$1000 Nov 2019     | Paid \$1000 Sept 11-20 CHQ#328                     |
| Institution          | OFPA Fiscal Year 2021-22 | OFPA Fiscal Year 2022-23 | OFPA Fiscal Year 2023-24                           |
| Conestoga College    |                          |                          |  |
| Centennial College   |                          |                          |  |
| George Brown College |                          |                          |  |
| Durham College       |                          |                          |  |
| University of Guelph |                          |                          |  |



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**Appendix C: President approved letter content to be sent with scholarship.**



Date

Contact

Address

Dear (insert name of school),

**One of the goals of the Ontario Food Protection Association (OFPA) is to present scholarships to numerous major educational institutions in Ontario to contribute to the pursuit of food safety and food technology education.**

On behalf of the Board of Directors and the Members of the Ontario Food Protection Association, I am pleased to enclose a cheque for \$1000.00 for OFPA scholarships for the academic year of 20XX-XX. **This represents the (insert title of the award)**

**Once the students receive their scholarships, please forward OFPA:**

- The student's current photograph – digital for use in our OFPA Newsletter and on our website, and
- A short biography of the student that we can include in our OFPA Newsletter and on our website.

**We hope that these scholarships will help the students who are pursuing a Food Safety Profession and we thank you for letting OFPA participate in the pursuit of food safety academic excellence.**

Should you have any questions regarding these scholarships, please do not hesitate to contact me at [info@ofpa.on.ca](mailto:info@ofpa.on.ca)

Sincerely,





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(insert ADMIN name)  
Administrator , OFPA  
Administrator  
Ontario Food Protection Association

**Appendix D: Payment Options – Durham College**



## Payment Options

Thank you so much for your donation to Durham College. There are three options for contributing your pledge payments:

### 1. By Cheque

Our campuses are closed at this time, but we can still receive cheques through the mail.

Please make your cheque payable to “The Durham College Foundation” and send to:  
The Durham College Foundation  
2000 Simcoe Street North  
Oshawa, ON L1G 0C5

### 2. By Credit Card

Through our on-line giving page at <https://ssbp.mycampus.ca/apex/f?p=320:50>  
**HYPERLINK**

"https://ssbp.mycampus.ca/apex/f?p=320:50%20HYPERLINK%20%22https://ssbp.mycampus.ca/apex/f?p=320:50%22" HYPERLINK

"https://ssbp.mycampus.ca/apex/f?p=320:50%20HYPERLINK%20%22https://ssbp.mycampus.ca/apex/f?p=320:50%22" HYPERLINK

"https://ssbp.mycampus.ca/apex/f?p=320:50%20HYPERLINK%20%22https://ssbp.mycampus.ca/apex/f?p=320:50%22" HYPERLINK



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["https://ssbp.mycampus.ca/apex/f?p=320:50"](https://ssbp.mycampus.ca/apex/f?p=320:50) HYPERLINK

["https://ssbp.mycampus.ca/apex/f?p=320:50%20HYPERLINK%20%22https://ssbp.mycampus.ca/apex/f?p=320:50%22"](https://ssbp.mycampus.ca/apex/f?p=320:50%20HYPERLINK%20%22https://ssbp.mycampus.ca/apex/f?p=320:50%22) HYPERLINK

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### **3. By Electronic Fund Transfer (EFT)**

Transit #: 31842

Bank #: 004

Canadian Account Number: 5252764

If you have any questions related to your payment, please contact [giving@durhamcollege.ca](mailto:giving@durhamcollege.ca) or 905.721.2000 ext. 2112.

Once again - thank you for your support.

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## Appendix E: Gift Agreement with George Brown College Foundation



### **3. Payment:**

It is further understood and agreed that the gift will be paid in full on or before March 9, 2019.

Future fund renewals for this award will be based on the terms and conditions of this gift agreement, unless otherwise stated. In the event that there are less funds available in the Scholarship/Award Fund than the amount identified in this gift agreement under Section 4, the remaining funds will be disbursed in various amounts to students who meet the Donor-specific criteria in accordance with the Foundation's policies.

### **4. Criteria:**

In accordance with the College's policies and procedures on student awards, the Award shall be awarded annually, when possible, by the College to students of the College who meet the following criteria.

- I. Registered, full-time domestic and/or international student or;
- II. Have submitted an application for full-time studies at George Brown College and received a GBC student number

And, (b) the following Donor specific criteria:

Every year, as long as the fund supports it, **one (1) award of \$1,000** will be presented to **one (1) full-time student** at the Chef School within the Centre for Hospitality and Culinary Arts at George Brown College with the following criteria:

- Student is enrolled in one of the following programs:
  - Food and Nutrition Management (H402) (Postgraduate)
  - Honours Bachelor of Commerce (H315) (Culinary management)
- Student has a minimum cumulative GPA of 3.0
- Student demonstrates a commitment and spirit of dedication to their chosen area of professional study

### **5. Application Process:**

Applicants must apply online. Selection process for this award will be conducted by the Awards office. This award will be adjudicated by the Centre Hospitality and Culinary Arts Awards Selection Committee.

### **6. Recognition:**

The Foundation will also recognize the Gift in the Foundation's published materials and electronically where appropriate. In addition, the Donor will be invited to attend VIP events held by the College and/or the Foundation in accordance with their gift, where appropriate.



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**Appendix F: Insert Centennial College 3-year commitment (have not yet received)**