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**ADMINISTRATIVE PROCEDURE 365, APPENDIX B**  
**CARMICHAEL ENDOWMENT FUND**

**Background**

In 1999, the estate of Pearl and Don Carmichael bequeathed a principal sum of \$406,309.77 to Grand Yellowhead Public School Division, specifically to Harry Collinge High School.

**Funding**

The guidelines for the administration and use of the interest funds, established in the will of Pearl and Don Carmichael are:

1. The principal funds are to be kept intact permanently.
2. Funds are to be maintained in a chartered bank or Treasury Branch and invested in term deposits or government guaranteed instruments.
3. The interest is to be used to provide scholarships annually, at the discretion of the HCHS Awards Committee.

**Criteria and Selection**

The HCHS Awards Committee will, at their discretion, make the selection of recipients based on academic achievement and financial need. The size of each scholarship will be adequate to pay the expected cost of tuition and fees.

Candidates for the scholarship:

1. Must be graduates of Harry Collinge High School as defined in the HCHS Student Handbook.
2. Must provide official proof of registration in a university or university transfer program within twelve months of notification of receipt of the scholarship.
3. Must be registered in a minimum of four courses per semester at the university.

**Award**

The annual music award given by Mrs. Carmichael for many years is to be continued and funded through the endowment. The HCHS Awards Committee will at their discretion select and present this award to a grade 8 student based on outstanding performance shown during the school year. The amount of the music award is set at \$80. The Carmichael Endowment

Fund will pay for the annual keeper plaque, the occasional replacement of the composite plaque, and all engraving costs.

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