

## **The Real Estate Foundation of BC**

### *Student Employment Bursaries 2010*

Is yours a non-profit organization, association, government or post-secondary institution doing good work related to sustainable and responsible land use? Could you provide a learning opportunity for a student which would also benefit your organization?

Each year, the Real Estate Foundation of BC will be making a limited number of bursaries available to non-profit organizations to encourage the hiring of students for co-op education terms or internships.

The purpose of this program is to provide a valuable learning opportunity for a student which will promote their knowledge of sustainable and responsible land use as well as help a non-profit organization doing work related to the Foundation's mandate access a valuable human resource. Building the capacity of non-profit organizations, and of future leaders working in sustainable land use, is a fundamental goal of the Student Employment Bursary Program.

Students must be enrolled in full-time study at a recognized post-secondary educational institution and a co-op term or internship must be mandatory to the completion of their program or degree. The project should not be administrative in nature. It should challenge the student and leverage their school work and past experience while allowing them to develop new knowledge related to land use and real estate.

Students can be hired either directly onto the organization's payroll or on a contract, following Canada Revenue Agency guidelines.

The project/job the student will undertake must be related to the student's area of study.

The program is open to students both in land related programs and in business programs. The Foundation recognizes that non-profits can often use assistance on management projects – financial systems, IT projects, industry research, etc. as well as on specific projects related to their mandate.

The Real Estate Foundation bursary must be matched by the organization or matched through another program or government subsidy to a minimum of 40%. The student bursary amount for 2010 is up to \$5,000. The employment must be no less than 8 weeks of full time employment (300 hours) and the bursary cannot comprise more than 60% of the total employment costs.

Examples of qualifying projects would be:

- Developing an overall strategy and communications plan. Creating key message documents, written profile pieces, press releases.
- Conducting research on a specific topic area related to land/real estate and providing a report and recommendations to a Board.
- Researching potential new programs or conducting stakeholder surveys to support strategic program planning.
- Documenting and creating an online research library. Compiling research to develop case studies for learning.
- Designing and setting up an evaluation process and metrics for measuring project or grant success.
- Researching, writing and creating a resource manual related to green building resources, covenant usage, etc.

Your organization does not have to have a student identified for employment before qualifying for the funding. A bursary would be approved prior to hiring on the basis that the position gets filled with a qualifying student.

At the end of the employment term, the Foundation requests a short feedback survey be completed by both you, as employer, and the student. This is often a requirement of the school as well and one report may be suitable for both purposes.

To learn more about the work of the Real Estate Foundation, please visit [www.refbc.com](http://www.refbc.com).

## How to Access Students

Most post-secondary institutions and their individual faculties offer cooperative education or internship programs. You may know of a student you wish to hire, or you may wish to contact schools to post the job opportunity. Some schools will offer to match students directly to the jobs. You can decide how best to work with the school's employment offices.

Following are some resources for accessing co-op or internship students. Any accredited post-secondary institution in the Province will qualify as long as the work term is a required part of the student's degree, and, if the work project and hiring organization meet the Foundation's mandate of sustainable land use.

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The University of British Columbia Co-op Education Programs

<http://coop.ubc.ca/post.cfm>

UBC MBA Program

<http://www.sauder.ubc.ca/Programs2/MBA/MBAFullTime/CareerServices/InternshipsandIndustryProjects/default.htm>

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Simon Fraser University Co-op Education Programs

<http://www.sfu.ca/coop/>

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SFU MBA Program

[http://business.sfu.ca/files/PDF/careers/resources/MBA\\_Internship\\_Program.pdf](http://business.sfu.ca/files/PDF/careers/resources/MBA_Internship_Program.pdf)

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University of Northern British Columbia Co-op Education Programs

<http://www.unbc.ca/co-op/>

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Vancouver Island University Co-op Education Programs

<http://www.viu.ca/coop/employers/index.asp>

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University of Victoria Co-op Education Programs

[http://coop.uvic.ca/index.php?page=prospective\\_employers](http://coop.uvic.ca/index.php?page=prospective_employers)

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## Employer Application for Funding

Attach additional sheets if necessary

Name and address of Organization	Contact Information: Telephone: Email:	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Association <input type="checkbox"/> Government <input type="checkbox"/> Educational Institution <input type="checkbox"/> Other – Describe
What is the organization's purpose or mandate?		
How many employees, both full and part time, does your organization have?		
Please describe the project that you would like to have a student perform for their employment term?		
What is the proposed salary for the student either hourly or monthly?		
How will you fund any shortfall in salary between what the Real Estate Foundation Bursary provides and the student's compensation?		
How will the completion of this project benefit your organization? How will it add value to the student?		
What is the major source of your organization's funding?		

**Deadline for receipt of applications is March 1<sup>st</sup>, 2010.** The bursaries will be confirmed no later than April 15<sup>th</sup>, 2010. There are a limited number of bursaries available and the applications will be reviewed on the basis of the strength of the learning experience.

For any questions on this program, please contact Karin Kirkpatrick at 604-688-6800 ext 104, or toll-free at 1-866-912-6800 ext 104.

Applications should be submitted to [submissions@refbc.com](mailto:submissions@refbc.com)