

# Step by Step Process for District Scholarship & Bursary Applications

**\*\* provide email address to Mr. Gilbert in order to receive award updates\*\***

## Step # One:

- You must have a Social Insurance Number to win awards – access <http://www.servicecanada.gc.ca/eng/sin/apply/how.shtml> to apply for a SIN [if you do not already have one].

## Step # Two:

- Begin the process of gathering reference letters.

Suggestions on who to gather letters from:

- One from the school: a teacher, counsellor, or administrator outlining school participation and leadership.
- One from a coach or sponsor outlining community participation and leadership.
- One from an employer outlining work ethic and commitment.
- One from a community member who knows you and is aware of your leadership contributions and can provide a community perspective to your achievements.

### **KRSS Post-Secondary Scholarship Request for a Letter of Reference**

- Fill it out and distribute it with your request for a letter. It will help the person completing the letter to have background information on you and your accomplishments.

## Step # Three:

- Leadership experience
  - Many awards require some school and/or community leadership experience.
  - Both school and community experience is ideal but one or the other will work.
  - Get involved in some school extra-curricular leadership event, for example, scorekeeping at games or tournaments or coaching a team; coordinate with or help a teacher organize another club or event.
  - Get involved in some community event – check out [volunteerpg.com](http://volunteerpg.com) to apply for e-mail updates on volunteer opportunities in the community.

#### Step # Four:

- Begin to draft some short [300 – 500 word] essays
  - Leadership: describe how your involvement demonstrates initiative and innovation, the ways your efforts have strengthened others, how long you have been involved and what you think the long term impact will be; describe your successes and failures and explain how they have contributed to your development as a leader.
  - Achievement: what drives you to go above and beyond in both curricular and extra-curricular and community service initiatives and where do you hope these experiences will take you in the future.
  - Personal goals: who are you; what are your short and long term education, career and life goals; what motivates or inspires you; what are your strengths; what would make you deserving of an award or scholarship.
  - Personal and/ or family circumstances: description of family employment or personal or family economic situation or other extenuating circumstances that are relevant to your situation; describe the community in which you live and how it has influenced the person you have become.

#### Step # Five:

- If you know which post-secondary institution you plan to attend, visit their financial aid/advising centre or check that school's website or handbook or calendar for awards and scholarships.
  - UNBC Admission Scholarships
  - CNC Scholarships and Bursaries
- SchoolFinder is helpful for this and for getting information about the tuition costs, fees, etc. For colleges and universities.

#### Step # Six:

- Use your employer/parents/coach/group leader as a resource and ask the following:
  - Does any organization that you belong to offer financial aid in the form of scholarships or bursaries?
  - Do your parents belong to a union or association that offers scholarships or bursaries?
  - Does your or your parent's place of employment offer scholarships or bursaries?
  - Do your parents or any member of your extended family belong to a service club or organization that offers scholarships or bursaries?

#### Step # Seven:

- Check out the **BC Ministry of Education** website for specific awards and scholarships, including:
  - District/Authority Awards
  - BC Achievement & Excellence Scholarships

### Step # Eight:

- Check out the **Kelly Road Secondary website** (counselling; scholarships/bursaries). Information available includes: Financial Opportunities Booklet; Keys to a Successful Application; District Application Instructions; District Scholarships & Bursaries from the previous year; Kelly Road Award descriptions; External Aboriginal Scholarships & Awards; External Scholarships
- December 2019: Check out School District 57 website for the updated **Awards Booklet**

### Step # Nine [January 15 @ 12:01am]:

- Fluid Review School District 57 District Awards online application process becomes available.

### Step # Ten [January 22, 2020]

- Awards meeting in room 1447 from 11:00 to 11:30

### Step # Eleven [February 19 @ 11:59pm]

- Fluid Review School District 57 District Awards application process closes.

### Step # Twelve [February 28th by 3:20pm]:

- **All documents** handed into the counselling office:
  - Reference letters, self essay, list of all awards applied for, Kelly Road award sheet, semester 2 projected course marks, declaration of income.

## School District 57 District Awards Program

- Access the Online Electronic Application Website on **January 15, 2020**. Deadline for applications will be **February 19, 2020 @ 11:59pm**
- Use these instructions to help navigate the site:
  - Scanning Documents:
    - \*\*all letter forms need to be scanned and saved as pdf or jpg and attached to your application.
    - \*\*if you are applying for bursaries you **MUST** complete and attach a Declaration of Income form.

**\*\*\* It is most important that you complete and hand into the counselling centre before the deadline (February 28th):**

- 1) Reference letters
- 2) Requested letters for awards
- 3) Projected semester 2 course marks sheet
- 4) Declaration of income (if applying for bursaries)

- 5) An essay describing your post-secondary ambitions (including where you plan to attend), a list of school & community activities, including employment & volunteer work, and anything else that describes you.
- 6) Kelly Road award check sheet