



GENERAL GUIDE AWARDS BOOKLET

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- Document used with permission from Sa-Hali Secondary School and extensively modified by the CSS Counselling Office.
- This document is intended as a general guide to help students inform themselves about awards and the awards process; it is a good place for students to start, but it should not be the only resource students consult.
- All information, including deadlines, should be confirmed by the student.
- Information is subject to change without notice.
- Please report any errors to the CSS Counselling Office

How Do I Apply for Awards?

STEP 1

Read this "**General Guide Awards Booklet.**" *Read ALL the details! Read it twice!* Most questions students have are covered in this booklet. Be prepared to spend a lot of time researching awards and even more time applying for them. Keep in mind that the time you spend is well worth your effort!

STEP 2

If using a hard copy of this document, *highlight important things as you read them and write any questions you may have in the margins to ask your counselor.*

STEP 3

Access "**BC Awards Online**" at <http://www.bcawardsonline.org/> for Provincial and General Awards including post-secondary institutions and athletic awards. Many of these awards have early deadlines, so this is a good place to start. *Note or highlight awards that interest you.* Keep in mind that deadlines are subject to change and may be different from what is posted on this site. It is up to the student to check with the donor or institution to ensure the deadline date is accurate. Do a "Revision" search for updates and discontinued awards.

STEP 4

When it becomes updated and available in the spring, access "**AMAS: Awards and Scholarships School District #73 Booklet**" online at www.sd73.bc.ca/amas/. This site lists District and School Awards. *Note or highlight awards that interest you.*

STEP 5

When it becomes updated and available in the spring, access the "**Clearwater Secondary School Awards Booklet**" on our school website. This booklet focuses on School Awards and explains the application procedure. *Note or highlight awards that interest you.* You may review the application procedure at any time by looking at last year's booklet. You can expect that many of the same awards will be offered each year.

STEP 6

Review the awards you noted or highlighted in "BC Awards Online," the "AMAS: Awards and Scholarships School District #73 Booklet" and the "Clearwater Secondary School Awards Booklet." *Shortlist the awards for which you are a pretty good candidate. Decide if you want to apply for these awards.*

STEP 7

Follow the application instructions in these data sources. Expect that the application procedure will vary by type of award (provincial, general, district, and school) and even by award. Once you produce documents (i.e. cover letter), you can often modify them to suit various applications.

STEP 8

Prepare your application package. Ensure you include an application form if one is required.
WATCH YOUR DEADLINES.

STEP 9

Mail your applications for Provincial and General Awards. Ensure you send your award application to the correct place by the correct time. Verify whether applications must be received or mailed by the deadline stated. *Submit applications for District and School Awards to the counselling office by the deadline.*

STEP 10

Wait and see! Recipients of Provincial and General Awards are generally notified by mail. Recipients of District and School Awards learn of their awards at the Commencement (Grad) Ceremony. Either the school or the donor/organization will provide a letter stating how and when you can redeem your award. *Put your letter in a safe place.* Note that many awards require proof of full-time registration. Some awards are only given out once a semester of post-secondary education has been completed. Some awards have to be used within a certain time frame. *It is your responsibility to inform yourself about rules and restrictions.*

STEP 11

Be sure to send a thank-you card or letter for any awards received. It may seem old-fashioned, but a little thanks goes a long way to making donors/agencies feel valued. A valued donor/agency often tries to maintain an award for future grads.

The Strategy

- DO** read the information carefully with a pencil or highlighter in hand. Note the awards you wish to get more information on. Highlight any special details that you need to pay attention to (e.g. "based on financial need").
- DO** get working on any of your awards that are due soon. Both "BC Awards Online" and the "AMAS: Awards and Scholarships School District #73 Booklet" are organized by **DATE** and can be helpful to sort this out.
- DO** put together a generic package that you can then edit for individual awards. Use a computer and make sure your print outs are good quality.
- DO** be prepared for the fact that once you get more information on an award you may realize you aren't eligible. There's no need to get discouraged; this is part of the process.
- DO** ensure your application is neat, complete and visually attractive. Hard-to-read, incomplete, and/or erroneous applications are often dismissed immediately by committees.
- DO** get your application in on time. There is no concept of the "I" for award applications. If it is late, it won't be considered.
- DO** review the Scholarships and Bursaries (Post-Secondary Presents) bulletin boards in the 200 hallway on a regular basis. The counseling office will post any hard-copies of General Awards it receives here. Also, listen to the morning announcements for notification of incoming awards.

- DON'T** try to do it all on one weekend. Pace yourself, or you'll be exhausted by the time the District and School Awards come out in the spring.
- DON'T** dismiss yourself as a candidate for many awards because you don't think you have a chance. Surprisingly, many awards don't get distributed because no one bothered to apply. This is particularly the case with the career/technical type awards. Be an optimistic realist!
- DON'T** be overly modest with your application. This is where you need to celebrate yourself and your accomplishments.
- DON'T** forget the many small things you have done. Those First Aid certificates, swimming badges, years in Guides etc. all have a place on your resume of activities and experiences.

The Awards

There are four basic types of awards: Provincial, General, District, and School (otherwise known as Local).

a) Provincial Awards:

To be eligible, you must be a Canadian citizen or permanent resident (Landed Immigrant) at the time of writing Grade 12 government exams.

Academic Government Examination Scholarships

- \$1000.00 and \$2500.00 (top 20 provincially) scholarships.
- Based on top three grade 12 Government Exam scores (86% or higher)
- Must achieve at least a "B" in English 12.
- Ministry will notify.
- No application necessary.
- Competition is provincial.
- Redeemable only for a full-time Ministry approved post-secondary institution or apprenticeship program and must be redeemed within five years.
- Exam scores do not have to be earned in one school year.

Dogwood District/Authority Award Scholarships

- \$1000.00 (cheque for \$500.00 plus voucher for \$500.00).
- Apply to District Scholarship Committee (applications available at counseling office in the spring)
- Must be pursuing post-secondary training in any of the following areas:
 - Applied Skills (Business Ed, Technology Ed, Home Economics)
 - Fine Arts (Visual Arts, Dance, Drama, Music)
 - Physical Activity (not limited to Physical Education)
 - Second Languages (including Aboriginal Languages) with IRP's
- Students can now receive both a Dogwood District Award and a Grade 12 Graduation Program Examinations Scholarship
- At least one (often two) for Clearwater Secondary based on our graduation population.
- Key is "superior achievement in chosen field" and a public display of talent.
- Expect considerable competition for these awards.

b) General Awards:

- General Awards can be found on "BC Awards Online" at <http://www.bcawardsonline.org/>
- Any hard-copies of awards received by-the counseling office will be posted on the Scholarships and Bursaries (Post Secondary Presents) bulletin boards in the 200 hallway.
- General Awards can be defined as open regional, provincial, national, or international awards.

- As a rule, the competition grows with each enlarged geographical area.
- Students use application information and available forms (if indicated) and submit their package **directly to the donor/agency**.
- Often the award is quite specific and you may have an "in" because of a special talent or a relative's membership in a club etc.
- When the award is general and vague (e.g. "achievement" is the criteria) you can assume that you need high marks to compete.
- Generally the term "bursary" means financial need is a consideration and the term "scholarship" means the focus is on achievement but **not all donors/agencies use these terms accurately**.
- Donors/agencies that discontinue an award don't always notify schools; we have no control over this. Check the "Revision" section for updates on awards listed on "BC Awards Online" or contact the donor/agency directly.

c) District Awards:

- Read specific criteria on www.sd73.bc.ca/amas/. Include district form called **SASIF: Student Awards Supplementary Information Form** (available from the counselling office). Competition is district wide. Counsellors collect applications and shortlist candidates; the District Committee decides.
- Note: **Financial need must be demonstrated on the SASIF form if applying for District Bursaries.**
- Expect considerable competition for District Awards.

d) School Awards:

- School Scholarships and Bursaries are awards that are available only to students from Clearwater Secondary School; however, some School Awards are also open to all students in the Clearwater area.
- These awards are listed in the "Clearwater Secondary School Awards Booklet." It is updated in the spring once awards are confirmed.
- Two types of awards exist: those that are decided by the Clearwater Secondary Award Selection Committee and those that are decided by External Committees formed by donors/agencies.
- The Clearwater Secondary Award Selection Committee is generally chaired by the school counsellor and made up of the principal and/or vice-principal, a teacher, and a community member (normally the current or past School District Trustee for Clearwater). The school notifies the donor of the recipient. Awards are presented at the Commencement Ceremony.
- External Committees review applications, determine recipients and then notify the school of their decisions. Awards are presented at the Commencement Ceremony.

School Awards Application Procedure

- School Awards are listed in the "Clearwater Secondary School Awards Booklet" and **UPDATED EVERY SPRING.**
- **THE FALL** is a good time to review last year's School Awards and start working on your cover letter, School and Community Involvement Chart (p. 14), and optional resume.
- It is **YOUR** responsibility to review the scholarship criteria to determine whether you are eligible to apply and to **FOLLOW UP** on the application process.
- **READ** the application criteria carefully! You want to be sure that you do not overlook any necessary or required data/information.
- **NEATNESS COUNTS!** Your application, cover letter, and supporting documents should all look professional. It is a good idea to use a word processor to help you achieve that "professional" quality.
- **PROOF READ** your entire package and have someone else proofread it also.
- Your data is held confidentially by External Committees (donors) and the Clearwater Secondary School Awards Selection Committee. **PACKAGES ARE DESTROYED** at the end of each scholarship year.
- The application should be **COPIED SIX TIMES** and submitted in clear folders or paper-clipped (not stapled) to the counseling office.
- **OBSERVE DEADLINES!** Plan to submit application before deadline. The deadline for School Awards is normally early May. Confirm deadline in the current "Clearwater Secondary School Awards Booklet"

Package Checklist: Items Required In School Scholarship Application

- Cover page (obtain from counseling office or print off from "Clearwater Secondary School Awards Booklet."
- Cover Letter (one page maximum)
- School and Community Involvement Chart (print page 14) plus optional one page resume of accomplishments, activities, and experiences)
- Two Letters of Recommendation
- Current Transcript of Grades (obtain from secretary or counselling office)
- Specific Awards Letters (number letters)
- Application Forms if needed

Be sure to include any other information that may be requested by donor

Purpose of Cover Letters

- It formally introduces you and personalizes your application
- Highlights specific information from your application and showcases your strengths, talents, educational goals etc.

Writing A Cover Letter

DO try to limit your cover letter to a single page – short, simple and to the point!
 DO use correct English, spelling, grammar, punctuation etc.
 DO address your cover letter to the correct person or award committee by name
 DON'T use contractions (I'd, didn't, it's)
 DO be sure to sign your letter (in ink) before you send it.

Sample Cover Letter for General Award Application

Your name Full Address Phone (optional) Email address
--

Date

Name of Person/Organization
Full address

Dear Mr/Mrs/Ms (try to avoid "To Whom It May Concern" whenever possible):

Re: (Name of Scholarship being applied for)

FIRST PARAGRAPH

- Introduce yourself and briefly state your interest in applying for this scholarship. Include the full name of the scholarship/bursary (**i.e. Lion's Club Scholarship**) for you are applying

SECOND/THIRD/FOURTH PARAGRAPHS

- Summarize your educational status and briefly outline your educational/career goals
- Summarize your school and community involvement
- Discuss personal qualities and interests if applicable
- If the application form requests specific information, do so in the second or third paragraph of your letter
- State any information required regarding your financial need (more so with bursaries)
- Address why and how receiving this award would benefit you

CLOSING PARAGRAPH

- Briefly state why you are the best candidate for this award
- Thank the person/award committee for considering your application

Yours truly,

(Leave four spaces here to sign your name in ink)

Type your full name here

Enclosures: (list what you will enclose i.e letter of recommendations, transcript)

Information Sources

Making an Informed Decision

- Some useful websites if you have not yet decided on a post-secondary plan:
- www.SchoolFinder.com : good site for info about universities and colleges.
- <http://myfishbowl.ca/post-sec> : another site for info about universities.
- www.educationplanner.bc.ca : good site for info about BC post-secondary schools, the courses they offer, admission requirements, and tuition fees.
- www.workfutures.bc.ca : to find out how much people in your chosen field generally earn upon completion and opportunities for work.

BC Awards Online

- "BC Awards Online" information is available online at <http://www.bcawardsonline.org/>. Students can search for Provincial and General Awards alphabetically, by type, by career area, by deadline, and by key words. A revision search lists updated and discontinued awards.

The AMAS Booklet

- Once updated in the spring, the "AMAS: Awards and Scholarships School District # 73 Booklet" is available online at www.sd73.bc.ca/amas/. District and School Awards are organized by date and alphabetically.

Clearwater Secondary School Awards Booklet

- Consult our school website for this booklet. It is updated in the spring but may be consulted at any time to review last year's School Awards.

Relatives

- Check with your parents and grandparents. Their employers and the organizations they belong to may sponsor awards for relatives. Often these work-based and service club awards have fewer applicants.

Internet Search

- Google key words and consult the sites you find! Here are two national sites:
 - <http://studentawards.com>
 - <http://scholarshipscanada.com>

Post-Secondary Institutions

- Look at the financial aid available from the institution you plan to attend.
- There are quite a few awards available for local high school students planning on attending TRU. Note: You can apply for these awards IN ADDITION TO the TRU Board of Governors Regional High School Entrance Scholarship.

- See financial aid at TRU: <http://tru.ca/financialaid/index.html>

TRU Entrance Scholarships

- Application Deadline: check on TRU website (normally early March): <http://www.tru.ca/finaid/truentrancescholarship.html>
- Please check site in early November for new application forms.
- Please note that application for all scholarships are made on the same application form, except for the Transfer Scholarship.
- The application forms must be completed in ink and may only be used to apply for TRU Entrance Scholarships.
- TRU Entrance Scholarships are available to Canadian Citizens or Landed Immigrants. The Minimum Academic Requirement is an 80% or higher average in your top five Grade 11 academic subjects.
- With the exception of the TRU Board of Governors Regional High School Entrance Scholarship, apply directly to TRU.

TRU Ambassador's Entrance Scholarships *Awards of \$12,000 each (minimum 7 awards) (\$3,000 per year, renewable over four years)*

- These "open" scholarships are available to first time students who have not previously attended a college or university, to recognize academic excellence based on admission averages in the 'core subjects', and leadership and community services, through documentation. Students offered this award also accept the responsibility of some level of participation in representing the university at specific activities during the academic year.

TRU President's Entrance Scholarships *Awards of \$3,000 each (minimum 25 awards)*

- These "open" scholarships will be available to all first time students who have not previously attended a college or university anywhere in Canada. This scholarship recognizes student academic excellence based on admission averages in the core subjects.

TRU Leadership Entrance Scholarship *Awards of \$3,000 each (minimum 5 awards)*

- This scholarship recognizes leadership, through documented references, combined with solid academic performance.

TRU Community Service Entrance Scholarship *Awards of \$1000 each (minimum 25 awards)*

- This scholarship recognizes community service, through documented references, combined with solid academic performance.

TRU President's Open Transfer Scholarships *Awards of \$2,000 each (minimum 5 awards)*

- These "open" scholarships will be available to students transferring from another college or university to attend TRU to complete a degree program. This award is based upon academic standing, and students must have been attending post-secondary in the previous year.

TRU Board of Governors Regional High School Entrance

Scholarship *Award of \$3000 (20 awards: one to each high school within the TRU region)*

- These awards are given to one outstanding graduate in each of the provincially-accredited secondary schools in the TRU region, entering a TRU credit program for the first time with at least 60% of a full course load (post secondary credit). One award will be offered to a graduate of each eligible school who the school believes best exemplifies leadership qualities and general excellence in his or her program of study. Candidates will be nominated by each school, and submitted to TRU for confirmation. Apply early through high school counselling office.

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Note: If you plan to go to TRU, consult their information site for future students:
http://www.tru.ca/new_students.html

Frequently Asked Questions

➤ **What is the time line for applying for admission and awards?**

Fall of Grade 12: FOCUS on academics, school leadership, and community involvement. Read this booklet twice!

October 1: Check university websites for admission and awards deadlines.

Monthly: Check "BC Awards Online" for Provincial and General Awards.

October – March: Prepare your cover letter, School and Community Involvement Chart, and optional resume.

February: Early Admission deadlines for UBC, SFU, UVIC (Check individual university websites or calendars to confirm deadlines).

January – March: Apply for Major University Entrance Awards (check individual university websites or calendars to confirm deadlines).

Spring: Once updated, check the "AMAS: Awards and Scholarships School District #73 Booklet" on the district website and the "Clearwater Secondary School Awards Booklet" our school website to confirm District and School Awards.

April 1 – May 15: BUSY SCHOLARSHIP TIME! Many awards are due.

Early May: Clearwater Secondary School awards application deadline. Confirm date in current "Clearwater Secondary School Awards Booklet."

June – September: Once accepted to a post-secondary school, be sure to look into awards available for students attending that school. The deadline for these TRU awards is normally in September.

June – September: Send thank-you cards or letters to the donors/agencies from whom you received awards. This is very important!

➤ **Should I print or type the information on the application forms?**

For General Award competitions at the provincial, national, and international levels, you should **type** your information on the application form unless told to handwrite.

➤ **How do I obtain a letter of reference?**

Seek letters of reference from teachers and community members who know you and your achievements well. Be sure to request the letters at least two weeks in advance of when you need them. Some teachers who are asked frequently to give letters of reference may require a month or more notice. Provide a **Data Sheet for Reference Letters** to the people who are going to write you a letter of reference.

DATA SHEET FOR REFERENCE LETTERS

Name: _____ Student #: _____

Post Secondary Plans (be as specific as possible): _____

Date Submitted to Teacher: _____ Date Required: _____

Award/Scholarship being applied for: _____

A good reference letter requires 2-4 hours to write. As a courtesy, give the person writing your letter at least two week's notice. The accurateness and completeness of the information you supply has a direct bearing on the final quality of the letter. Some general rules to follow are:

1. Complete the academic side of this form first. Give Grade 12 level information first and then work backward to Grade 11. Indicate awards, honours, contests (including placement), special courses, etc., you have been involved in.
2. Complete the activity record section (on the back of this page) next. Note leadership roles and the depth of involvement and dates/duration of involvement. (Saying you did something for five years has different significance if it took place between ages five and ten, rather than between twelve and seventeen.) When applicable, give the duties/accomplishments/involvement that you played a direct part in with respect to the activities of the club/group.
3. There is a "brag" section for you at the end (other things you consider important and accomplishments which you are proud of). Don't be afraid to use this section to blow your own horn! Remember the more complete your data sheet is, the better your letter of reference will be!

ACADEMIC INFORMATION

GRADE 12 COURSES			GRADE 11 COURSES		
Course Name	Current %	FINAL %	Course Name	Current %	FINAL %
Student Average (most recent Report Card):					

SCHOOL AND COMMUNITY INVOLVEMENT

IN-SCHOOL ACTIVITIES: Fine Arts, Athletics, Service Clubs etc.			
Activity Name Role &/or Duties	Grade Level Involved In Activity.	# Of Hours Per Week	# Of Weeks Per Year
E.g. Basketball Team – Manager	Grades 8-12	12 hrs/week	20 weeks

COMMUNITY ACTIVITIES: Fine Arts, Athletics, Service Clubs etc.			
Activity Name Role &/or Duties	Grade Level Involved In Activity.	# Of Hours Per Week	# Of Weeks Per Year

Other things I consider important or accomplishments of which I am proud:

ACADEMIC AWARDS RECEIVED GR.8-12 (Awards, Honour Roll, Contests, Special Courses)

Please attach a separate sheet if needed.