

SOUTH KAMLOOPS SECONDARY Scholarship/Bursary Application PROCESS

The best source for up-to-date local scholarship/bursary information is

<http://www.sd73.bc.ca/amas>
www.bcawardsonline.org

For larger searches try:

<http://www.studentawards.com>

Or

<http://www.studentscholarships.org>

Or

<http://www.scholarshipsCanada.com>

In an effort to simplify the application process, we've created this introductory package. It will not answer all your questions. Please bring those questions to Counselling and get them answered. This package is a start – but only a start. So, here we go!

Step one:

Make a list of the awards you feel you might be qualified for. Pay special attention to the words 'FINANCIAL NEED'. For some students, financial need will increase the chance of success – for others (who have no particular financial concerns at home) financial need will decrease the chances of success. Make a list. Write down the name of the awards that interest you, and include the due date.

Also make a note of whether or not there is an application form. Some awards have application forms, others have what is called a STANDARD APPLICATION.

Note: There are international awards, national awards, provincial awards, Kamloops awards, and South Kamloops Secondary Awards. As a rule, the wider the competition, the higher the expectations. For example, it is difficult (but certainly not impossible) to win a national award when you compete against students from Toronto, Halifax, and everywhere in between.

Step two:

Bring your list of potential awards to the Counselling office. We have a full filing cabinet dedicated to up-to-date application forms. You are welcome to look through the cabinet and take a copy of any form that interests you. The only rule we have is that you **DO NOT TAKE THE LAST COPY**. If it is the last copy, please ask and we will run off more so that we have something for the next student.

Always check for dates on the application forms. Each year when new forms are issued, we pull the old forms and insert the new ones. However, if the new forms have not yet arrived, the old forms will still be in the cabinet.

More and more, forms are available only from the internet. You may have to download these forms yourself. There are also more and more awards where you actually apply on-line.

STANDARD APPLICATION

Many awards do not have application forms at all, you are simply asked to submit a Standard Application. There is a format to follow when you see those words. The format includes:

Page 1 – Letter of Application

Page 2 - Activity Record

Page 3 - Copy of most recent report card

Page 4 - Transcript

Page 5, 6, and 7 – Letters of Reference

Page 8 – Financial Need Form (for bursaries only)

Step three:

Now you should know what you have to do – so it is time to begin.

Start with the application that is due first. You'll find that you'll gradually become familiar with what is expected of you and the tenth application will be much easier than the first one.

Make sure that you save all your work so that, with revision, it can be used later on another application.

The Letter of Application

Virtually all awards require that you write a letter of application. It is yours and yours alone. Spend the time to do your best work, and seek out the opinions of other people. Ultimately though, you must be happy with the end result. What follows are guidelines only. Remember, no spelling or punctuation mistakes allowed!

One idea is to organise the letter in paragraphs which include:

1. Introduction. Include the name of the award. Then, introduce yourself and your family. Who do you live with? Dad's name and job. Mom's name and job. Where were you born? Have you moved to different schools? Do you have siblings? Make your family sound interesting.
2. Your educational plans for next year and into the future. If you aren't absolutely certain where you'll be, say so. What would you like to be doing next year?...in five years?
3. What have you accomplished that you are most proud of? One thing, or two at the most. Don't turn this into a list. Rather, take one event and expand on it. If it fits your experience, you might also talk what something that you have had to overcome.
4. Concluding paragraph. Make sure that you have addressed the requirements of the award. For example, if it will be awarded for community involvement, make sure your letter highlights that point. What makes you a worthy candidate?
5. Try to keep the letter to one typed page.

Resume of Activities

There is no right or wrong format for a resume of activities. What is important is that you choose headings and an organisational structure that suits your activities and your strengths.

There are only two basic rules to follow:

1. Separate your activities into School and Community.
2. Start with your most recent (grade 12) activities and work backwards.

There are examples of resumes included in this booklet.

-----DO NOT FOLLOW THEM EXACTLY-----

For example, if you have played on many teams, you'll want a heading called 'School Athletics' and then 'Community Athletics'. If you haven't played many sports, those headings won't be suitable on your resume.

Transcript

You must get a transcript from the Counselling Office. Ask for a copy of your transcript and then photocopy it as needed. Some awards will require an 'Official Transcript'. This means that the transcript must be signed and stamped with the school seal. Official Transcripts cannot be photocopied and must be run individually. Please allow at least two days for your transcript to be run.

Letters of Reference

It is usual to include three letters of reference with an application.

If at all possible, not all of the letters should be from teachers, not should all of the letters be from non-teachers. However, there are always exceptions.

1. Try to get one letter from the teacher who knows you best and appreciates your work.
2. Try to get one letter from a person in the community: a music teacher, coach, employer, but not a relative.
3. The third letter could be another teacher or another community person.

It is most important that you understand how long it takes to write a good letter of reference. People are usually pleased to help you out, but they do need time. Please allow at least **TWO WEEKS** for the letter to be written.

Data Sheet – A copy of our ‘Data Sheet’ is included in the package. This sheet should be filled out by you – both sides- and handed out when you ask for Letters of Reference. Fill it out once and then photocopy it. The sheet makes it far easier for your teacher/community person to write a good letter about you. For example, the teacher who knows you so well in the classroom may be unaware that you have taken flute lessons for several years and are involved in ski racing. Please do **NOT** forget to thank the person(s) who have taken the time to write a letter for you.

Financial Need Form

Our School District ‘Financial Need Form’ is included in the package. It requires parents to initial beside their income. There may be a variety of different circumstances that should be taken into account. The space called ‘Other Information’ can be used to report siblings being supported at college, recent retirements or job changes, or other pertinent information.

It is not necessary to submit this form if the award does not require it. However, it must be included when stipulated by the rules of application. This information is kept confidential amongst the Awards Committee members.