

Directions for Applying

- **All Scholarships Applications are due on April 3, 2018 at 4:10 pm in the Counselling office...Do not deliver your applications to each organization!**
- **Transcript request deadline is March 1st, 2018**
- **NO late submissions will be accepted**

The details for each scholarship can be found in a database accessed through the school district website: sd64.bc.ca/scholarship. This database allows you to choose scholarships for which you are eligible, add them to a wish list and print the list for your reference. Note that there is no login procedure, so once you leave the database, your search is lost. Set some time aside to go through it and print your list as you go.

Students must **CAREFULLY** read through the information on **EACH** scholarship with care. Print **ALL** of those whose criteria apply to you. **DO NOT** apply for awards where the criteria do not fit your situation.

IMPORTANT: Local Scholarships are divided into two groups:

1. **EXTERNAL:** those which will be decided and awarded by organizations in the community.
2. **INTERNAL:** those which will be determined by the GISS Scholarship Committee.

EXTERNAL AWARDS

Each **EXTERNAL** award will require different items, decided by the organization offering the award. Some award donors have committees of community members who spend hours examining each application closely before they reach a decision. They require as much information about you as possible. Requested items may include:

- Letter of Intent/Cover Letter (see information below).
- Resumé (including all volunteer work, coaching, job experience and anything else pertinent to the particular scholarship).
- Portfolio
- Essay
- Transcript of marks
- Letters of reference
- Special form: available through the Counselling Office

***Transcript of Marks** – prepared by the front office and need to be ordered by **March 1st, 2018**. Fill in a Google Form found here: www.giss.sd64.bc.ca→Scholarship Information→Local Scholarships, Bursaries & Awards→Transcript Request Form.

***Letters of Reference/Recommendation** - Allow each referee at least a week to write a letter on your behalf. Be prepared to tell them what it is for and why you are applying. Provide them with your resumé to assist them in writing the most informative letter for you.

INTERNAL AWARDS

For the award decided by the **GISS SCHOLARSHIP COMMITTEE**, your single application will require:

1. **One copy of the INTERNAL APPLICATION FORM** printed out and filed in the Counselling office. **For example:** *If you are applying for 20 scholarships and bursaries decided upon by the GISS Scholarship Committee, you still only require **ONE Internal Scholarship Application form. Simply list the name of the award you feel you qualify for on your application.***
2. **Letter of Intent/Cover Letter** (see information below).
3. If you wish to add **letters of recommendation from community members** (NOT teachers), you may staple those to the internal application form prior to filing. Allow each referee at least a week to write a letter on your behalf. Be prepared to tell them what it is for and why you are applying. Provide them with your resumé to assist them in writing the most informative letter for you.

General Information

1. **Check that you meet the criteria.** Follow the instructions for applications accurately. If an award is restricted, include detailed and precise information, which makes clear your eligibility for the award.
2. When writing letters of application, make sure the letter is neat, accurate and legible:
 - a. Use 8 ½ x 11" white paper.
 - b. Use one side only.
 - c. Use standard business style.
 - d. Include identity, academic standing, participation in school and community activities, future plans.
 - e. Be straightforward, concise and unemotional.
 - f. Remember to sign each letter with your signature.
3. **DO NOT place applications in envelopes.** Simply staple or paper clip your application and drop off in the Counselling Office on or before the deadline.

Letter of Application/Intent/Cover Letter:

The importance of a good letter of application cannot be overemphasized since it is the usual basis for screening candidates. A good letter of application takes a great deal of time, effort, thought and revision; it is often the difference between a candidate being considered or rejected. If you need to see a sample, there are plenty online.

Follow a format, which includes the following information:

- a) Brief outline of interests, hobbies and activities
- b) Brief summary of positions and offices held in school, youth organizations and the community.
- c) Short statement of purpose in seeking post-secondary options.
- d) Information on awards, scholarships and prizes won in any field.
- e) Details of employment in the last two years.

Resumé:

When an application does not specifically require a letter or where details of your life beyond school are pertinent, it is a good idea to include a resumé. A resumé for a scholarship application has a different emphasis from a resumé for employment. Like a letter of application, a good resumé requires time, effort, thought and revision. Use a word processor (no hand-written documents) and laser printer if possible.

References and Recommendations:

Most scholarships simply require REFERENCES (names, addresses, phone numbers) to be included at the bottom of your resumé. References should be adults who know you well, but who are not members of your family. Employers, coaches, principals, teachers, ministers and neighbours are all possibilities. Choose people who are familiar with your achievements in school, athletics, student government, community service, employment and other extra-curricular activities.

Social Insurance Number:

Students must have a valid Canadian Social Insurance Number for income tax purposes. Applications for a number can be obtained in the Career Centre. Students must have a S.I.N Awards in excess of \$500.00 are considered taxable income by Revenue Canada. Please include your SIN on the Internal Scholarship Application form.

Go to the Counselling Area if you get stuck or need assistance, but....

DO NOT LEAVE THIS UNTIL THE LAST MOMENT....PLAN AHEAD! BAD MANAGEMENT ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON THE PART OF THE PEOPLE IN THE COUNSELLING OFFICE!