

Spectrum Community School

POST SECONDARY SCHOLARSHIP PLANNING HANDBOOK

It is critical that when applying to any scholarship or award that you check the due dates and criteria for applying very carefully. That is the responsibility of every student. Spectrum counsellors will assist you in any way we can, but we are not responsible for missed deadlines.

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SCHOLARSHIP DEFINITIONS

- a) An **award** is any scholarship/fellowship/bursary/medal/prize.
- b) A **scholarship** is a "monetary award based on academic merit or excellence in the area to which the award pertains.
- c) A **medal** is an award based on academic merit or excellence.
- d) A **prize** is an award in the form of cash or of some tangible object such as a book, based on academic merit or excellence.
- e) An **entrance scholarship** is one that is available to students who are proceeding from Grade 12 to studies at a post-secondary institution.
- f) An **open application scholarship** is one that is available to all students providing that they meet the academic requirements.
- g) A **limited application scholarship (Affiliation Scholarship)** is one for which potential candidates are limited by criteria other than academic.
- h) A **bursary** is a non-repayable grant made to students in need of financial assistance, (and who have maintained satisfactory academic records). Evidence of need may be required.
- i) **Oak Bay Secondary Scholarships** are awards whose funds have been provided by the community or school groups and have specific criteria. They are administered by the school scholarship committee.
- j) A **Provincial Scholarship** is an award based on excellence in achievement on the prescribed B.C. curriculum. This is based upon performance on examinations established annually by the Ministry of Education.
- k) A **District Scholarship** is awarded for excellence in non-academic areas such as business, vocational, fine arts, home economics, and second languages.
- l) A **fellowship** is the financial grant made to a fellow in a college or university. A Fellow is a graduate student appointed to a position granting financial aid and providing for further study
- m) A **Student Loan** is granted based on financial need and is obtained through an application to the B.C. Student Assistance Program (BCSAP). The BCSAP is comprised of The Canada Student Loans Program (CSL) and
 - The British Columbia Student Loans Program (BCSL).
 - For additional information about Student Loans call (604) 660-2610 or visit the BCSAP website at www.studentaidbc.ca

RESEARCHING SCHOLARSHIPS

Students who are applying for any type of scholarship should research the scholarships they wish to apply for. This research should include the following:

1. **Admission applications** - admission applications to post-secondary institutions are separate forms with individual deadlines. These applications are usually mailed to the Office of the Registrar or Admissions Office of the university, college or school.
2. **Application form** - scholarship application forms should be requested well in advance of deadlines for submitting completed forms. As not all application forms are available in the career resource centre, students should research where and how application forms may be obtained. It is the responsibility of the students to obtain application forms, and complete the necessary documentation.
3. **Deadlines** - these dates must be strictly adhered to. Some scholarships specify the date as postmarked or received by. Avoid disqualifying your application. Prepare and mail your applications early.
4. **Documents** - each scholarship/award requires specific documentation. Read, read and re-read the application instructions. List what is required of the student, and/or what you need to request from the school or others. i.e. marks including specific grades, interim or projected marks, principal's recommendation or ranking, letters of reference, essay, writing specific examinations, resume, bibliography, just to name a few.
5. **Essays** - some scholarships require the applicant to write an essay or bibliography. Stick to the length, format and subject matter. If goals, are requested, include short term and long term goals. Your long term goals may change over the next few years, but that is usually taken into consideration. A good idea is to confer with an English teacher about your draft and final work.
6. **Exams** - some scholarships require the writing of government exams, and the scholarship component of the government exams. High academic criteria scholarships may require specific exam results, i.e. Euclid Math Exam results, SFU's Dean's Scholarships in Math, Physics, Biology and Chemistry have explicit requirements.
7. **High academic** – The main criteria for entrance scholarships is a high GPA (grade point average). Research is needed into such particulars as the number and subjects included in calculating the GPA and their grade level. Some scholarships require that candidates be in the top percentile of their graduating class. A good procedure is to discuss your candidacy with your counsellor.
8. **Nomination** - some scholarships, usually high academic or entrance scholarships require that the school or principal nominate a student (normally one) for a specific award. The principal may be unaware of the post-secondary institutions students are applying to, so inform a counsellor and take the time to discuss your options with the principal. Scholarships that require nominations usually have early deadlines for applications.
9. **Procedures/responsibilities** - read the instructions of each award, and follow them to the letter. If you are told to print, then print the information. Some essays must be hand-written others typed. Be neat. Be tidy. Be thorough. If uncertain about some details or instructions, a phone call to the contact individual may be required for clarification. Check out who is responsible for compiling and/or mailing of documents and application form. Be prepared. Ask for references or documents early. DO NOT leave requests for information to the last minute; you **may** be out of luck in obtaining the information. See references.

10. **References** - most scholarships require one or more letters of references or recommendation from the principal others. To assist your reference, provide him/her with the following items:
- a copy of your transcript and resume and the award you are applying for, in particular,
 - a copy of the criteria the award is based on
 - *** this request should be made **AT LEAST TWO WEEKS** before the reference is required

Writing reference letters is time consuming. Students are responsible for obtaining and completing application forms. For most scholarships, the application procedures require considerable time to complete. **Deadlines are firm. You should request documents well in advance of any deadlines.**

11. **Service & leadership** - more scholarships awards/bursaries are including service and leadership in their criteria. These may include volunteer activities in school or in the community. Brainstorm, check with a friend. Quite often we do not give ourselves credit for what we have accomplished.
12. **Other** - Reminders: be neat, follow instructions, research, attend scholarship information meeting, check material posted in the Counselling Center. Make certain that you sign the application form where required. Ask parents, coaches, and volunteer agencies you are associated with, if there are any scholarships, awards, or bursaries available for you to apply to. You must do the research. You are responsible for obtaining application information, forms and completing the necessary documentation. **Presentation is very important.**

POST SECONDARY FINANCIAL OPPORTUNITIES AT A GLANCE

PROVINCIAL SCHOLARSHIPS		UNIVERSITY & COLLEGE ENTRANCE SCHOLARSHIPS
<p>There are a variety of scholarships offered by the BC Ministry of Education. Some you must apply to and others you are automatically considered for depending on GPA. Visit the Ministry website for details. Notice the eligibility criteria for each as they may vary.</p> <p>http://excellenceaward.ca/?reqp=1&reqr=</p>		<ul style="list-style-type: none"> - various \$ amounts - refer to University/College Calendars or contact the Financial Aid Office of the Post Secondary Institution you plan to attend - see Counsellor for information
PRIVATE AFFILIATED SCHOLARSHIPS	DOGWOOD-DISTRICT AUTHORITY AWARDS	Spectrum SCHOLARSHIP & BURSARIES
<ul style="list-style-type: none"> - requires student to complete an application form - various \$ amounts - Refer to the links posted on the Spectrum website under Student Information - Scholarship Info. The links take you to several scholarship sources. - see your counsellor for information 	<ul style="list-style-type: none"> - requires student to complete an application form - applications are submitted to the VP in charge of scholarships at Spectrum - scholarships vary in \$ amount - awarded for financial need, excellence in non-academic field (i.e. Fine Arts, Applied Skills, Physical Activity, or Second Languages), entry to the trades, academic achievement - a student MAY receive BOTH a District Scholarship AND a Provincial Scholarship 	<ul style="list-style-type: none"> - several awards available - various \$ amounts - awards are presented at the year end and following September of Graduation - School committee adjudicates awards - Check the Scholarship Info page on the Spectrum website

TYPES OF FINANCIAL AWARDS

Graduation Program Examinations Scholarships (Provincial Scholarship Program)
~ *You do not need to apply for this award*

Graduation Program Provincial Scholarships will be awarded based on students' performance on the Graduation Program Exams.

Dogwood District/Authority Awards

- § Consists of a \$500 cheque and a \$500 scholarship voucher
- § Rewards a student for superior achievement in their chosen non-academic field(s)
- § A student may be awarded both a dogwood district/authority award and a grade 12 graduation program examinations scholarship

Corporate/Service Clubs ~ *You must apply for these awards on your own.*

Examples include:

- § Financial Institutions
- § Companies
- § Unions
- § Corporations

College/University ~ *You must apply directly to the post-secondary institution*

Examples include:

- § Entrance Scholarships - most universities and colleges will automatically consider applicants for this award
- § Departmental - some do automatic consideration, others require you to apply
- § Private/Alumni

In-School Awards

May vary in \$ amount

The Scholarship Awards Committee determines the recipients (our philosophy at Spectrum is to disperse the financial awards to as many students as possible)

PROVINCE OF BRITISH COLUMBIA GRADE 12 SCHOLARSHIPS AND AWARDS PROGRAM

POLICY

The Ministry of Education provides scholarships and awards to eligible graduating students. To be eligible for a Ministry of Education scholarship or award, a student must be enrolled in a public school in British Columbia, or enrolled in a region correspondence school, or enrolled in a Group 1 or Group 2 independent school British Columbia, or registered on the home-schooling program. He or she must also be a Canadian citizen or permanent resident. There are two major scholarship programs sponsored by the Ministry of Education: Provincial Scholarships and District Scholarships and Awards. Students can now compete for both a Graduation Program Examinations Scholarship and a District Scholarship.

PROVINCIAL SCHOLARSHIPS

Each year, the Ministry of Education, Skills and Training awards Provincial Scholarships worth \$1000 to students who demonstrate academic excellence on their Provincial Exams.

To be eligible for a Provincial Scholarship, you must:

- be enrolled in a British Columbia public school, Distance Education School or Group 1, 2, or 4 Independent School
- be a Canadian citizen or permanent resident (landed immigrant) at the time of writing your exams
- pass English 12 with a “B” or higher
- fulfil graduation requirements

Graduation Program Examinations Scholarships will be awarded based on students’ performance on the Graduation Program Exams. These revisions are intended to recognize students’ academic excellence across the suite of graduation provincial exams.

Requirements:

- see Ministry website for details <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships>

GREATER VICTORIA SCHOOL DISTRICT SCHOLARSHIPS AND BURSARIES

Local scholarships and bursaries are generated by contributions from various sources throughout the community to encourage and enhance post-secondary educational opportunities for graduating Victoria students. Contributors seek to recognize scholastic achievement, attendance, participation and achievement in school and in community activities, consistent effort, work habits and personal integrity, and financial need. The awards are administered through the Greater Victoria School District and are awarded each year based specific award criteria and by local high school committee recommendations. They are only available to students attending public schools in the Greater Victoria School District.

UNIVERSITY/COLLEGE ENTRANCE SCHOLARSHIPS AND BURSARIES

A. UNIVERSITY/COLLEGE ENTRANCE SCHOLARSHIPS

University/College Entrance Scholarships are awards of money issued by all Universities and Colleges. Students applying for these scholarships should have a grade point average of 3.5 or higher.

B. GENERAL UNIVERSITY/COLLEGE SCHOLARSHIPS

Post-Secondary institutions (such as: University of B.C., University of Victoria, Simon Fraser University, Trinity Western College, Kwantlen University College, Douglas College or Capilano College, Camosun College) also issue other types of scholarships. For further information please see your school counsellor or contact the Financial Aid Office of any Post-Secondary institution.

C. MILITARY SPONSORSHIP

Students considering a career with the military could consider sponsorships through Canada's Military College, The Royal Military College in Kingston or through the Armed/Navy/Air Forces. For additional information contact The Department of National Defence at 1-800-856-8488. The DND website is www.dnd.ca

BRITISH COLUMBIA POST-SECONDARY INSTITUTIONS

PROVINCIAL UNIVERSITIES

<p>Emily Carr University of Art & Design (ECU) 1399 Johnston Street Vancouver, BC Canada, V6H 3R9 604-844-3800 http://www.ecuad.ca/</p>	<p>Kwantlen Polytechnic University 12666 - 72nd Avenue Surrey, BC, V3W 2M8 604-599-2100 http://www.kwantlen.ca/home.html</p>
<p>Royal Roads University 2005 Sooke Road Victoria, BC Canada, V9B 5Y2 250-391-2505 http://www.royalroads.ca/</p>	<p>Simon Fraser University 8888 University Drive Burnaby, BC V5A 1S6 778-782-3111 Or Simon Fraser University Surrey Campus 2400 Central City Mall 10153 King George Highway Surrey, B.C. V3T 2W1 (604) 586-5225 http://www.sfu.ca/</p>
<p>Thompson Rivers University 900 McGill Road PO Box 3010 Kamloops, BC Canada, V2C 5N3 250-828-5000 http://www.tru.ca/</p>	<p>University of the Fraser Valley 33844 King Rd Abbotsford, BC, V2S 7M8 604-504-7441 http://www.ufv.ca/home.htm</p>
<p>University of British Columbia 2329 West Mall Vancouver, BC Canada, V6T 1Z4 604-822-2211 http://www.ubc.ca/</p>	<p>UBC Okanagan 3333 University Way Kelowna , BC Canada, V1V 1V7 250-491-6521 http://okanagan.students.ubc.ca/</p>
<p>University of Northern British Columbia (UNBC) 3333 University Way Prince George, BC Canada, V2N 4Z9 250-960-5555 http://www.unbc.ca/</p>	<p>University of Victoria (UVic) 3800 Finnerty Road PO Box 1700 STN CSC Victoria, BC Canada, V8W 2Y2 250-721-7211 http://www.uvic.ca/</p>
<p>Vancouver Island University 900 Fifth Street Nanaimo, BC Canada, V9R 5S5 250-753-3245 http://www.viu.ca/index.asp</p>	

REGIONAL COLLEGES

<p>Camosun College 3100 Foul Bay Road Victoria, B.C. V8P 5J2 (250) 370-3000 http://www.camosun.bc.ca/</p>	<p>Okanagan College (OC) 1000 KLO Road, Kelowna, BC Canada V1Y 4X8 250-762-5445 http://www.okanagan.bc.ca/site15.aspx</p>
<p>Capilano College 2055 Purcell Way North Vancouver, B.C. V7J 3H5 (604) 986-1911 http://www.capilanou.ca/</p>	<p>North Island College 2300 Ryan Road Courtenay, B.C. V9N 8N6 (250) 334-5200 or 1 800 715-0914 www.nic.bc.ca</p>
<p>College of New Caledonia 3330 22nd Avenue Prince George, BC V2N 1P8 250-562-2131 http://www.cnc.bc.ca/</p>	<p>Northern Lights College 11401 – 8th Street Dawson Creek, B.C. V1G 4G2 (250) 782-5251 www.nlc.bc.ca</p>
<p>College of the Rockies 2700 College Way Box 8500, Cranbrook, BC V1C 5L7 250-489-2751 http://www.cotr.bc.ca/</p>	<p>Northwest Community College 5331 McConnell Avenue PO Box 726 Terrace, BC V8G 4C2 250-635-6511 http://www.nwcc.bc.ca/</p>
<p>Douglas College 700 Royal Avenue PO Box 2503 New Westminster, BC V3L 5B2 604-527-5400 http://www.douglas.bc.ca/home.html</p>	<p>Vancouver Community College 1155 East Broadway Vancouver, BC V5T 4V5 604-871-7000 http://www.vcc.ca/ or Vancouver Community College 250 West Pender Street Vancouver BC V6VB 1SA9 604-443-8300 http://www.vcc.ca/</p>
<p>Langara College 100 West 49th Avenue Vancouver, BC V5Y 2Z6 604-323-5511 www.langara.bc.ca</p>	<p>Selkirk College 301 Frank Beinder Way Box 1200 Castlegar, BC V1N 3J1 250-365-7292 www.selkirk.ca</p>

INSTITUTES**PRIVATE UNIVERSITIES**

<p>British Columbia Institute of Technology (BCIT) 3700 Willingdon Avenue Burnaby, British Columbia V5G 3H2 http://www.bcit.ca/</p>	<p>Trinity Western University 600 Glover Road Langley, BC V2Y 1Y1 604-888-7511 http://www.twu.ca/</p>
<p>Nicola Valley Institute of Technology (NVIT) 4155 Belshaw Street Merritt, BC Canada, V1K 1R1 250-378-3300 http://www.nvit.bc.ca/</p>	<p>Fairleigh Dickinson University 842 Cambie Street Vancouver, BC V6B 2P6 604-682-8112 http://www.fdu.edu/vancouver</p>
<p>Justice Institute 715 McBride Boulevard New Westminster, BC Canada, V3L 5T4 604-525-5422 http://www.jibc.ca/</p>	<p>Quest University Canada P.O. Box 760 Garibaldi Highlands, BC Canada, V0N 1T0 604-815-0825 http://www.questu.ca/</p>
<p style="text-align: center;">MILITARY COLLEGE</p> <p>Royal Military College of Canada Kingston, Ontario 1-800-856-8488 www.rmc.ca</p>	<p>University Canada West 950 Kings Road, Victoria, BC V8T 1W6, Canada 250-978-1800 http://www.universitycanadawest.ca/</p>

FINANCIAL AID SITES

Check out the following sites for information about post-secondary financial awards.

BC Student Assistance Program

<http://www.aved.gov.bc.ca/studentaidbc/welcome.htm>

The BC Student Assistance Program (BCSAP) is a student loan program funded by the Ministry of Advanced Education. Check this site for information about applying and qualifying for assistance.

Access this through the above web site then link to BCSAP

The federal government funds this student loan program. For more information contact their website.

FastWEB Scholarship Search

<http://www.fastweb.com/>

fastweb consists of a searchable database accessible by setting up a personalized profile that will match your requirements. Listings are available for Canada and the United States.

Scholarships Canada,

<http://www.scholarshipscanada.com/>

It now includes over 60,000 individual scholarships worth over \$50 million, that are updated annually.

Student Awards

<http://www.studentawards.com>

This website helps students find money for post-secondary studies by matching them with information on financial awards for which they are eligible. Information about application deadlines and procedures is provided.

BC Government Scholarship Website

<http://www.bced.gov.bc.ca/scholarships>

This site contains valuable information about Canadian Scholarships.

This web site database includes information about scholarships and awards available from government, private industry and non-private organizations. It also contains links to Financial Aid offices of BC post-secondary institutions.

PLACES TO LOOK FOR SCHOLARSHIP INFORMATION

www.studentawards.com Canadian Scholarship, Grants and Cash Awards.

<http://www.studentawards.com/> A Canadian site that gives lots of information about scholarships and has a link to an American site. You must register on this site.

<http://www.scholarshipscanada.com/> Another Canadian site that requires registration.

<http://www.schoolfinder.com/> A Canadian site with information about post-secondary institutions and scholarships.

<http://www.fastweb.com/> An American site for scholarship information

www.excellenceaward.ca Millennium Excellence Award. It's a scholarship worth up to \$20,000 plus unique learning opportunities for students who are not only academic achievers, but also leaders and innovators in their communities.

www.scholarships.gc.ca International scholarship information

www.internationalscholarships.com International scholarship database

www.canlearn.ca Student loans, grants and scholarships

<http://www.bced.gov.bc.ca/awards/distschol.htm> Information on the Passport to Education available on BC Government Website.

GENERAL POINTERS ON PREPARING SCHOLARSHIP APPLICATIONS

1. **Start early.** It takes time to prepare a good application; time for the office staff to prepare transcripts, time for teachers to write letters of reference, time for you to revise your application.
2. **Keep originals.** Save originals for your final copy and use Xerox forms for working copies. Always keep a photocopy of your completed applications and data.
3. **Quality.** Your letters, resumes, or essays should look as good as possible, typed or neatly hand-written as indicated. Use quality paper. Competition for large scholarships is fierce.
4. **Use the writing process to write your essays or letters.**
 - a. **GENERATING:** Be comprehensive. Brainstorm and include everything that represents a commitment of time or an achievement: contests, awards, conferences, drama, public speaking, school or community service, positions held, honour roll, courses, languages, hobbies, work experience. Have someone who knows you well check for omissions.
 - b. **DRAFTING:** Write out your accomplishments and experience in a coherent composition.
 - i) **BE SPECIFIC:** Elaborate with details so the selection committee can tell that your qualifications are based on fact. Avoid generalizations like I enjoy working with people; instead, give specific details about with whom you have worked, on what, and with what result.
 - ii) **SELL YOURSELF:** Keep in mind that the selection committee may have several hundred applications. How can you make yourself stand out?
 - c. **REVISING:** Have your work read by several people who care about you and know how to write (ask a teacher). Change anything that sounds insincere or pompous. Make sure your composition follows some kind of logical order. Open with a good sentence stating the purpose of your application and the reasons you qualify.
 - d. **EDITING:** When you have finished revising for content can, examine the mechanics.
 - i. **SENTENCE STRUCTURE:** Check for repetition, i.e. In grade eight I... In grade nine; In grade ... Vary your sentence structure.
 - ii. **VOCABULARY:** Eliminate simplistic words and phrases such as "a lot." Also, avoid big words of which you are not sure of the meaning (big words used incorrectly will NOT impress).
 - iii. **PUNCTUATION:** Check for comma splices, run-on sentences, and sentence fragments.
 - iv. **SPELLING:** Spelling counts. If you know you are a poor speller, make sure you either use spell check on a computer or have an expert speller check it for you
 - e. **PUBLISHING:** When publishing your composition/application make sure you either print or write neatly on the form provided by the university/college (if applicable) OR use plain white 8 1/2" X 11" paper.
 - f. **Recommendations or Letters of Reference.** Allow sufficient time (two weeks). Don't ask on Wednesday for a letter for Friday.

DEVELOPING YOUR SCHOLARSHIP PLAN

To mount an effective and efficient scholarship campaign, the first thing you need is a winning game plan: a plan of attack that maximizes your chances of accumulating substantial scholarship money, while minimizing your necessary investment of time and energy. What are some of the key components of this game plan? To begin with, implement the following four key action strategies:

1) Plan to Apply for As Many Scholarships As Possible

Some students make the mistake of thinking that they maximize their chances of winning by pouring all of their energy into one or two scholarships. Such a strategy, however, is exactly what you don't want to do. Applying for scholarships is partially a numbers game. A variety of factors outside of your control can affect the outcome of any given award; only by applying for large numbers of scholarships can you minimize such factors, and maximize your chances of winning. Some students end up applying for about three dozen awards.

Even if the scholarship prize is only a couple of hundred dollars, still apply for it. This might not sound like much in the context of an entire post-secondary tuition, but it could help towards the cost of books for a term. It also supplies you with more credentials on your resume for future scholarship applications.

2) Develop a Suite of Generic Reusable Materials

When applying for large numbers of scholarship, creating a suite of generic reusable materials saves you time and energy. You can draw from the suite and be able to focus less on just completing application requirements, and more time on customizing and fine-tuning the material you've already prepared. More than just a reduction in your workload, reusing and rethinking old materials can mean vast improvements as you repeatedly refine and edit the same work. By employing this strategy, you gain the opportunity to fine-tune your materials and every submission. Your tenth draft will be better than the first.

To create this suite of generic materials, first seek to develop standard essay responses to perennial scholarship application themes-such old favourites as college plans, career goals, and future contributions to society. Survey the scholarship landscape and isolate common themes and requirements (whether it is a similar essay question or a comparable extracurricular activity worksheet) Attempt to bridge multiple applications with every sentence you write and form you prepare. In addition, go back into your archive of old scholarship applications (you'll develop one quickly) and try to recycle essays and other past materials. Don't just recopy such passages verbatim. Instead, try to rethink, and improve.

3) Leverage Schoolwork and Class Time

If you're assigned a self-reflective essay, pick a personal topic that fits in well with scholarship applications you are pursuing. Remember, teachers can serve as a helpful source of early feedback for these potential scholarship submissions. An English teacher would be a good resource to ask if they could look over your essay.

4) Learn From Past Scholarship Winners

In playing the scholarship Past Scholarship Winners game, it is extremely useful to have a roadmap of what it takes to win. Make a point of reviewing past winning application, essays, and other materials. TD Canada Trust, The Merit Scholarship have on their websites the previous winners were and what they did to win the award. The best way to master the scholarship game is to learn from those who have played it well.

OBTAINING A REFERENCE LETTER FOR A SCHOLARSHIP

Unless it is specified, try to get a mix of supporting letters, i.e. a teacher, a boss, someone from the community. Make certain that the people you choose will speak positively about you. It is difficult to write a letter about someone whom you have reservations about. The tone will likely be evident in the letter. Ask the person if they have any reservations about writing a letter of recommendation or support on your behalf.

If you are applying for several scholarships ask the person writing the letter to either use a "To Whom It May Concern" introduction or ask them to put it on a word processor so that they can redo the letter several times without having to re-write it every time.

Provide the person with a summary of details about yourself (**resume, copy of transcript**). Even if they don't use all of the information, it will help them to make general statements about you.

Specify those things that you would like to see included in the letter. (**See forms below**) Among these might be:

- a) your character
- b) your accomplishments
- c) unique characteristics
- d) Service, clubs, etc.
- e) awards and prizes
- f) academic standing if it is relevant to that person
- g) academic qualities if it is relevant
- h) interests as they relate to the letter writer

It is common courtesy to provide as much information as possible and to request as early as possible, any documentation or reference letters you may require.

Please use the following "Scholarship checklist" document and "Request for a letter of reference" to aid you and others with this process. We recommend you fill in the Request form, photocopy it, and then give it to prospective referees. You may then want to highlight the information most pertinent to a given scholarship.

Spectrum Community School
REQUEST FOR A LETTER OF REFERENCE

Your full name: _____ Student # _____

To what organization is the reference going? _____

The purpose of the reference: (e.g. scholarship, job, etc.) _____

What courses are you taking this year? (specify course name, grade level, and marks you get)

What extra-curricular activities, sponsored by Spectrum Community School are you involved in? (e.g. sports, clubs, student council, etc.)

What other (non-school) activities are you involved in? (e.g. guides/scouts, sports, fine arts etc.)

What volunteer and /or leadership experience have you participated in (e.g. group leader, hospital, coaching etc.)

BE SPECIFIC

Do you have a part-time job? If so, give length of service, job responsibilities etc.

Circle any words below that might describe you in any of the above situations.

Add other words that describe you.

Motivated

Reliable

Academic

Sincere

Cheerful

Enthusiastic

Punctual

Responsible

Enthusiastic

Takes initiative

Dedicated

Risk-taker

Hardworking

Caring

Sociable

Team player

Excellent

Communication skills

Write a paragraph that describes you. Focus on the Positive!

What are your post-secondary plans? Are you attending university or college?

What program do you intend to study? What is/are your career goals at this time?

Finally, if you have not attended Spectrum Community School since Grade 9, please outline what other school(s) you have attended and when. Describe any extra-curricular activities, volunteer work, leadership opportunities etc. in which you were involved.

SPECTRUM COMMUNITY SCHOOL

POST-SECONDARY SCHOLARSHIP CHECKLIST

	Activity: I will...	Completed/Notes
1.	Survey scholarships available	_____
2.	Check deadlines of realistic scholarships	_____
3.	Check parental affiliation with unions, etc.	_____
4.	Ask for and receive letters of reference:	
	a) Two from within the school	_____
	b) Community reference	_____
5.	Prepare and write a letter of application:	
	a) Academic achievement	_____
	b) Brief outline of interests, hobbies, etc.	_____
	c) Summary of positions and offices held	_____
	d) Statement of goals in post-secondary	_____
	e) Awards received/achievements	_____
	f) Employment history	_____
6.	Apply for SIN (if you do not have one)	_____
7.	Make a college/university/scholarship folder	_____

SCHOOLS I WILL APPLY TO ENTER

APPLICATION COMPLETED

1.	_____	_____
2.	_____	_____
3.	_____	_____

SCHOLARSHIPS FOR WHICH I AM APPLYING

DUE DATES

1.	_____	_____
2.	_____	_____
3.	_____	_____

_____ I have a Social Insurance Number (SIN) (If you do not currently have one, apply for one)

_____ I know my BC Ministry Number (PEN #)

WRITING A LETTER OR ESSAY IN SUPPORT OF A SCHOLARSHIP

If specific information is required, pay careful attention that all details are covered. The criterion has been decided upon and the committee screening applications will be looking for that information.

Keep the tone of the letter or essay business like. Avoid folksy type approach. If it is a letter, use a standard business letter format. If it is an essay, use all the essay skills you have acquired at school. The committee will be looking for content but they will be influenced by style.

If there are no specific requirements for an essay or letter, you should consider the following:

- reflect how specific subjects have influenced you
- a brief outline of your interests, hobbies and activities
- a brief summary of positions and offices held by you in school, youth organizations and/or the community
- a short statement of your purpose in seeking to attend a specific post-secondary institution
- information concerning awards, scholarships and prizes won by you in any field
- details of employment in the last two years, during vacations or after school
- details of any volunteer work you have done

Attend to the technical details of the essay or letter.

If instructions do not specify that the letter or essay be hand-written, type the document. If you are handwriting the final copy, make certain it is neat and legible.

Use 8 1/2" X 11" white paper, one side only.

Have a Social **Insurance Number**. Several of the major scholarships require it.

Download the application – [Click Here](#)

Do not assume that the committee will read between the lines. If you have done something noteworthy, include it. Most scholarships will have many worthy candidates. The better job you do of selling yourself, the better chance you will have of receiving a scholarship or award.

Finally, the more scholarships you apply for, the better your chances are of attaining one. However, do not apply for a scholarship for which you do not meet the criteria.

PLACES TO VOLUNTEER

Many scholarships emphasize community service. Below are some examples of places where one may like to search for volunteer opportunities.

Volunteer Victoria - <http://volunteervictoria.bc.ca/>

Volunteer Web - <http://www.volweb.ca/>

Volunteer B.C. - <http://volunteerbc.bc.ca/>