

Directions on Applying for Awards

- All Scholarships Applications are due on **March 14, 2024 at 1:30 pm in the Counselling office...Do not deliver your applications to each organization!**
- **NO late submissions will be accepted**

All information relating to applying for awards can be found on the GISS website (www.giss.sd64.bc.ca/). Under “For Students”, scroll down to Scholarship Information, click on the Gulf Islands map, and you’ll have access to the Directions, the Application Forms, the Awards Database, and the Transcript Request Form.

The database (which can also be accessed from our district website www.sd64.bc.ca/scholarship) allows you to view and choose scholarships/awards 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.

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 does not fit your situation.**

IMPORTANT: Local Scholarships are divided into two groups:

1. COMMUNITY: those which will be decided and awarded by organizations in the community.
2. SCHOOL: those which will be determined by the GISS Scholarship Committee (Internal).

COMMUNITY AWARDS

Every COMMUNITY application will need one copy of your GISS Scholarship Application form. AND... Each COMMUNITY 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** – Print your transcript through Student Transcripts Services STS

1. Visit the [STS website](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates)

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2. Register for a basic BCeID. (You will need your PEN which can be found on your MyEd student portal)

3. Log into the Student Transcript Service (STS) using your BCeID.

4. Review your transcript for accuracy and print.

***Letters of Reference/Recommendation** - Allow each referee **at least two weeks** 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.

SCHOOL AWARDS

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

1. One copy of the **GISS SCHOLARSHIP/BURSARY/AWARD APPLICATION** 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 GISS SCHOLARSHIP/BURSARY/AWARD APPLICATION**. 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, email addresses) 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 for all awards \$500 & over. Information on applying 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 CAN BE AVOIDED.

If you receive an award, please take the time to say “thank you”:

The award, scholarship, or bursary that you received would not have been made possible without the generous support of School District 64 donors. Donors genuinely appreciate hearing first-hand how their award, scholarship or bursary has had an impact on your life and studies. A thank you letter is a simple way to express your appreciation to the donor and a meaningful way for you to share your goals and dreams with the donor.

As a recipient of an award, scholarship, or bursary, please take a moment to write a letter to the donor of your award. The award you have just received was made possible by the person named in your recipient letter.

How to Thank your Donor

Here are some suggestions for what to include in your thank you letter:

- Thank the donor for their generosity and be sure to mention the name of the award, scholarship, or bursary.
- Tell the donor a little but about yourself – your hometown and what field of study you have chosen to pursue.
- Tell the donor how you felt when you received the award.
- Tell the donor how the award makes a difference to your education and the impact it has had on you and your family.
- Talk about your goals and your future plans after completing your education.
- Why, in your opinion, awards like this one are important for students.
- Thank the donor again.

Tips for writing thank you letters:

- If you received multiple awards, write a separate letter for each donor.
- Be genuine and sincere in your writing.
- Don't forget to proofread your letter and check for any spelling or grammatical mistakes. You may want to ask someone else to help you proofread.
- You should include your digital signature or an image of your signature for personal touch.

Sending Your Letter

You may choose to type or handwrite your letter. To submit your typed letter, please send a WORD or PDF to the contact person's email address in your recipient letter. If you wish to handwrite your letter, please scan and email to the contact/donor.

The time and effort you put into thanking your donor is very much appreciated.

Help us maintain and expand our student awards program for all Gulf Island graduates.