

Deadline: Due: March 9, 2026 at 4:05 PM

## Step 1: Find Information

- Go to SD 64 Website → Schools → Scholarships
- Access Instructions, Application Form, Awards Database
- Use Awards Database to search for awards you qualify for and review required documents

## Step 2: Understand Award Types

- **SCHOOL AWARDS:** Decided by GISS Scholarship Committee
  - Requires ONE Scholarship Application Form, Resume, Letter of Intent and Two Letters of Recommendation
- **COMMUNITY AWARDS:** Decided by local organizations
  - Each requires a copy of your Scholarship Application Form, Resume and Letter of Intent
  - Some require additional items like:
    - Special Application Forms (available in counselling)
    - Portfolio
    - Essay
    - Letter(s) of Recommendation
    - School Transcript (please send request for transcripts to [rhardy@sd64.org](mailto:rhardy@sd64.org))

## Step 3: Complete Scholarship Application Form

- Use your personal email (not school email)
- Include your social insurance number
- List all awards you are applying for

## Step 4: Write Your Resume

Write your resume. Include: contact information, academic achievements, extracurricular activities, volunteer experience, community services, work experience (if applicable), skills and certifications.

## Step 5: Write Your Letter of Intent

Include: goals, interests, activities, positions held, and your plan for post-secondary education. Be concise, and professional.

## Step 6: Letters of Recommendation

Choose adults (not family) who know you well; this can be employers, teachers, coaches etc. Give them at least 2 weeks notice.

## Step 7: Submit Your Applications in Counselling by March 9<sup>th</sup> @ 4:05

- **SCHOOL AWARDS:** one application package per student – filed by last name
- **COMMUNITY AWARDS:** one application package for each award – filed by award name

**Start Early. Stay organized. Ask for help if needed!**