

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)

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 9th @ 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!