

A Step By Step Guide to the Scholarship Process

- 1) Visit the school website: <http://gwg.sd33.bc.ca> . Under the section Student Info, find Financial Award info. Read ☺ Check the list of Internals and externals, noting the criteria for each.
- 2) Copy and paste those awards that fit you into your own Word document so that you know which awards you are applying for.
- 3) Complete a **Scholarship Resume**. Aim to have this completed by the 3rd week in November.
- 4) Identify who your **references** will be (In school; teacher, counselor, administrator, coach) (Out of school; employer, pastor, member of an organization you have volunteered with, a club, community sports, community music programs etc.). Ask only 3 people. 2-3 is the minimum number of references required. Pick a date together when you will pick up your letters of reference. Provide them a copy of your Scholarship resume. Have those conversations before Winter Break.
- 5) **Create a working copy word doc of the Scholarship application** which lists all the school related extra-curricular activities you have done from grades 10-12. (**Examples** would be Leadership, P.E. Leadership, music programs, and musical theatre, dance, school sports including intramurals, school clubs or organizations like Key Club or Be the Change Club, Peer Tutoring, WEX 12, etc. and extra –curricular activities that are community based (**Examples:** Youth Leader program, rep sports teams, riding, Ice Skating program, swim teams, community orchestra, community drama, Destination Imagination, etc.) Itemize the number of things you did as part of that group, organization or work experience.
- 6) Be sure to list the name of the organization, the period of time you were involved, the dates of involvement, who you reported to and your total hours.
- 7) List awards or citations you have received from Grade 10 to Grade 12.
- 8) The **Standard Application** is found on the school’s website. It is a writeable form and you can save it to your own computer. You can amend it many times and save it after each amendment. Eventually you will have a finished product ready to be submitted on the due date. Aim to do a first draft before Winter Break
- 9) Write your **Career Statement**. Sample is provided on the website. Save it as a word document so that you can print it when needed or copy and paste it into the application.
- 10) **Locate Optional Supplemental Information** such as awards, certificates, newspaper clippings, pictures with captions of “you” participating in the activities you do, etc. Make photocopies and keep originals in a binder.
- 11) Create an **Optional Scholarship essay**. Not all scholarship applications require an essay.
- 12) Create a **scholarship workspace at home**. It is an easier process if you are organized.

- 13) Create a **scholarship binder**. Keep originals in plastic protector. Make photocopies of originals and keep copies behind originals
- 14) In January, request a copy of your **official Transcript** from your counsellor or Mrs. Callaghan by using the Transcript sign-up sheet in Student Services. Give us plenty of time to do your transcript. Many students will be asking.
- 15) **Assemble the Internal Scholarship documents** in this order: Checklist, Standard Application complete with Career Statement, Optional Scholarship Resume, Budget Sheet, Official Transcript, first semester Report Card, Letters of Reference, Optional Supplemental Documentation. Submit the Scholarship package in the order given above paper **clipped together on Feb 12th, 2019 for Internal and Feb 26th, 2019 for External**. Please be sure to include the *Internal Checklist*.
- 16) Check back on school website often, scholarship information is updated regularly between now and the due dates. Stay current! Good luck!