

# **DISTRICT/AUTHORITY SCHOLARSHIP: Sample Application Package**

## **GUIDELINES:**

This sample District/Authority Scholarship application package is provided for school districts and independent school authorities to use or adapt for their use.

The sample package provides some of the basic elements that one might find in designing a District/Authority Scholarship application that is clearly understood by students and their parents, and supports the adjudication process undertaken by local scholarship committees.

There are many application forms, evaluation rubrics and adjudication processes that have been adopted throughout the province to address local needs and circumstances. Many districts have well-established practices for adjudicating scholarship applications including the evaluation of evidence of student work in their chosen area of interest or strength.

In the interest of informing students, parents, and the community, as well as to facilitate the sharing of promising practices across the province, all districts/authorities are encouraged to post their applications and selection processes on their web sites.

Districts/authorities are encouraged to consider their own needs and priorities and design their own application package using the template as a guide, or to draw on their shared experiences with other districts/authorities.

In addition to the student eligibility requirements, the Ministry of Education offers the following guidelines pertaining to application and adjudication processes:

- 1) Criteria, application forms, and selection processes should be consistent among schools within a school district/independent school authority.
- 2) Information about selection criteria and process should be posted on the district/authority web site.
- 3) Applications must include evidence of student learning or achievement in the chosen area of interest and may include but are not limited to:
  - a) Submission of a project/portfolio (electronic or hardcopy), display or video
  - b) Participation in an interview, performance or demonstration
- 4) In addition to an application form, applications may include a selection of the following components:
  - a) Reference letters or recommendation forms from teachers or community sponsors;
  - b) Resume;
  - c) Unofficial transcript;

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- d) Written statement of application or essay, outlining motivation for pursuing area of interest, impact of this involvement, highlights of achievement, personal/educational goals in this area and plan for attaining these goals; and
  - e) Evidence of other attributes such as, creativity, innovation, initiative, motivation, leadership, cooperation, good citizenship in school/community, attendance, punctuality, work habits.
- 5) Applications should be adjudicated by a local scholarship committee, either at the district/authority or school level, as appropriate. Committee members may include but are not limited to:
- a) Teachers
  - b) School administrators
  - c) Superintendent of Schools or designate
  - d) School Trustees
  - e) Parent Advisory Council representatives
  - f) Municipal Council representatives
  - g) Local business representatives
  - h) Community representatives

Areas of interest for each scholarship recipient must be recorded and reported back to the Ministry using the spreadsheet template provided each spring. Where possible, school districts and independent school authorities should strive for equitable distribution of scholarships across the areas of interest.

### Suggested components for adjudicating applications:

- Application Form
- Written statement
- References
- Resume
- Transcript of Grades
- Evaluation of evidence of student achievement  
(Presentation, portfolio, project, etc.)

Scholarship committees are encouraged to make use of scoring rubrics when adjudicating evidence of student achievement. These should be clearly communicated to applicants at the beginning of the application process. Scoring rubrics based on provincial and locally-developed curriculum can provide an appropriate source of evaluation tools for the scholarship adjudication process. A number of districts/authorities have also developed rubrics for the specific purpose of adjudicating scholarship applications.

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## APPLICATION PACKAGE:

The District/Authority Scholarships recognize graduating BC students for excellence in their chosen area of interest or strength. These scholarships are intended to provide tuition assistance to students pursuing post-secondary education.

To win a scholarship, a student must apply to the local scholarship committee and:

- Meet the following basic eligibility requirements:
  - Must be a Canadian citizen or permanent resident (landed immigrant) at the time of registration in the school year for which the scholarship is awarded;
  - Must be a BC resident;
  - Must be (or have been at the time of receipt) enrolled in, or registered as a home schooler with:
    - A British Columbia public school (including Distance Learning schools), or
    - A Group 1, 2, or 4 British Columbia Independent School, or
    - A Continuing Education Centre.
  
- Meet criteria determined by the local scholarship committee, which requires a student to demonstrate outstanding achievement in any of the following focus areas:
  - **NEW: Indigenous Languages and Culture**, demonstrated at school or in the community
  - **Fine Arts** (e.g., Visual Arts, Dance, Drama, Music)
  - **Applied Skills** (e.g., Business Ed, Technology Ed, Home Economics)
  - **Physical Activity** (e.g., Athletics, Dance, Gymnastics, not limited to Physical Education)
  - **International Languages** with Integrated Resource Packages (IRPs) or External Assessments, including AP and IB courses
  - **Community Service** (Volunteer Activity), which includes demonstration of local and global issues and cultural awareness
  - **Technical and Trades Training** (e.g., Carpentry, Automotive, Mechanics, Cook Training)
  
- Fulfill the BC Graduation requirements of either the 2004 Graduation Program or the Adult Graduation Program by August 31<sup>st</sup> of the student's graduating year
  
- Have not previously received a District/Authority Award or a District/Authority Scholarship

A completed application for the District/Authority Scholarship must include the following:

- Complete application form
- Written statement describing your achievements in your chosen area of interest
- Resume
- Interim transcript of grades
- Two completed references from a teacher, sponsor or community member, who can comment on your achievements in your chosen area of interest
- Evidence of student work as determined by the scholarship committee

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## APPLICATION FORM

### 1) Personal Information

Name \_\_\_\_\_  
(Surname) (Given Names)

Date of Birth (month/day/year) \_\_\_\_\_

Social Insurance Number \_\_\_\_\_ PEN Number \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

School that you will graduate from \_\_\_\_\_

I am a Canadian Citizen

I am a permanent resident (landed immigrant)

### 2) Post-Secondary Plans

Which post-secondary program(s) do you plan to apply for?

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What are your long term career plans?

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### 3) Area of Interest

Please check the one area of interest or strength for which you are making this application

- Indigenous Languages and Culture**, demonstrated at school or in the community
- Fine Arts** (e.g., Visual Arts, Dance, Drama, Music)
- Applied Skills** (e.g., Business Ed, Technology Ed, Home Economics)
- Physical Activity** (e.g., Athletics, Dance, Gymnastics, not limited to Physical Education)
- International Languages** with Integrated Resource Packages (IRPs) or External Assessments, including AP and IB courses

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- Community Service** (Volunteer Activity), which includes demonstration of local and global issues and cultural awareness
- Technical and Trades Training** (e.g., Carpentry, Automotive, Mechanics, Cook Training)

## 4) Course work and extracurricular activities related to your area of interest

### Grade 11 and 12 Courses

### Teacher/Sponsor

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### Extracurricular Activities

### Teacher/Sponsor

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## 5) Evidence of Achievement

This application requires that you provide evidence of outstanding achievement in your chosen area of interest. Please attach a one page statement that describes your achievements. Depending on your chosen area of interest, you will also be required to provide or participate in one or more of the following: portfolio, project, research paper, performance, presentation, demonstration, or interview. Your school counsellor or local scholarship committee will provide you with more details.

## 6) References

Please list two teachers and/or community members who can attest to your achievements in your chosen area of interest and will be providing a written reference on your behalf.

Name \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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## CONFIDENTIAL REFERENCE FORM (Sample B)

Thank you for providing a reference for the student named below, who is applying for a District/ Authority Scholarship in the indicated area of interest. Please complete the form and return it to the student in a sealed envelope with you signature across the envelope flap. Enclosure of additional information on a separate sheet of paper is also encouraged.

Student Name: \_\_\_\_\_

Area of Interest: \_\_\_\_\_

1) How long and in what capacity have you known the applicant?

2) Please rate and comment on the applicant's quality of attributes

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration/Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) Please comment on the applicant's unique strengths as they pertain to their chosen area of interest. Please include examples that illustrate the applicant's strengths.

4) Other comments you wish to make in support of this applicant.

Your Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_