

## **PROCEDURES FOR APPLYING FOR LOCAL SCHOLARSHIPS & BURSARIES**

1. Read over carefully the specifications and criteria for each of the scholarships and bursaries listed on the KSS website ([www.kss.sd69.bc.ca](http://www.kss.sd69.bc.ca))
2. Decide the scholarships &/or bursaries for which you qualify. All students must complete the KSS Scholarship & Bursary Application Form. Application forms may be downloaded from the KSS Scholarships website. Go to the KSS website ([www.kss.sd69.bc.ca](http://www.kss.sd69.bc.ca)) and click on 'Scholarship Information under Quick Links.
3. The application must be completed in full (pages 1 to 3) and must have a letter addressed to the KSS Scholarship Committee. You may apply for most of the awards in one letter. These scholarships are identified on the first page of the application form. You must also include a scholarship resume outlining all of your accomplishments over your grade 11 & 12 years. A sample scholarship resume has been posted on the website for you to use as a guideline.

The second page of the application form lists scholarships and bursaries that require a separate application letter, scholarship resume, and in some cases, their own application form &/or financial need form. The letter for these scholarships must be addressed to the specific donors. These scholarships may also require further documentation such as letters of reference, transcripts, etc. These letters and applications forms, as well as any other supporting documentation, must be included in your application package and they will be forwarded to the specific donors for selection. **Please note that if you do not include all required documents for the specific scholarship or bursary, the application package will not be forwarded on to the donor.**

4. Any students applying for bursaries that are specific to financial need must include a Financial Need Assessment Form with their application package. One copy only is needed for any bursaries applied for on Page 1. For all bursaries that require the form on Page 2, you must include a copy for each application.
5. General Information:
  - Academic performance will be judged using the marks earned on all grade 11 and 12 courses (April midterm grades will be used for courses in progress).
  - Recipients will be notified of scholarships/bursaries won in the early part of June and will receive an envelope informing them of all information on how to receive their funds and whom & where to direct their thank you card(s).
  - Recipients must use scholarship/bursary funds within the time frame indicated in the write-up.
  - Students are expected to formally thank their donor(s) and will be expected to submit a thank you card to Ms. Slaughter prior to the commencement ceremony. • Recipients will meet a representative of the donating organization (if in attendance) during the Commencement Ceremony in June. A quick meet & greet along with a photo opportunity is set up outside once you leave the stage. At that time, students will present their thank you card(s) to the donor. If the donor is not in attendance, we will arrange for a photo with a member of the KSS Scholarship Committee and we will

forward your thank you card to the organization/donor.

- If you have any further queries or questions, contact Ms. Slaughter.

#### 6. Important Details:

- **APPLICATION DEADLINE:** Hand in your application package to Mr. Donkers or Ms. Billingsley in the Counselling Centre **no later than 3:30 p.m. on Thursday, April 6, 2023.**
- **NO LATE APPLICATIONS WILL BE ACCEPTED!!**
- **Any missing documents will not be accepted or requested after the deadline date.**

## Step-by-step process for applying for KSS local scholarships & bursaries:

Step 1: **KSS Application Form**: Identify the scholarships/bursaries that you are interested in applying for by checking them off on each page. Please check the criteria for each scholarship/bursary that you are applying for so that you ensure you are applicable.

- Page 1: these are scholarships/bursaries where the recipient is selected by the KSS Scholarship Committee (you will apply for ALL that you check off with only one letter and one scholarship resume)
- Page 2: these are scholarships/bursaries where the recipient is selected or a short-list is determined by the scholarship donor (you must have a separate application package for each one of these that you apply for as your scholarship package gets forwarded to the donors)

Step 2: **Scholarship Application Letter**: Attach a letter indicating why you are a qualified candidate for a local scholarship and/or bursary. Include the following details in your letter:

- A fairly detailed account of your educational program at Kwalikum Secondary School (example: academic or vocational emphasis, career prep program, Honours Society, honour roll or merit roll, awards, etc.).
- A fairly detailed account of the extra-curricular activities you have been involved in during your grade 11 and 12 years.
- A statement of the community activities (example: cadets, 4-H Club, athletics, etc.) you have been involved in during your grade 11 and 12 years.
- An accurate statement of your plans regarding post-secondary education (Where are you going? When? What is your intended field of study?).
- Other reasons why you feel you are a qualified candidate for a scholarship or bursary.

Step 3: **Scholarship Resume**: Attach a Scholarship Resume outlining the various activities you have been involved in during grades 11 & 12.

Note: A Scholarship Resume is different from an employment resume – see the KSS Scholarship website for an example. Please be aware that the subject identified on the example is not a real person and includes a list of items that could be included under each category. Do not let this intimidate you! Many students have a scholarship resume that is only 1 page. (See example on KSS Scholarship website)

Step 4: **Donor-Determined Packages**: If applying for Page 2 scholarships, you must supply all documents required for each scholarship/bursary. Check the criteria carefully to ensure that you have provided all the required documents. Not including required documents almost always takes you out of the running for consideration. Please make sure you include the following **for each** scholarship/bursary you apply for on Page 2:

- Application Form (if applicable)
- Scholarship Application Letter (same as the letter above but now addressed to the specific donor)
- Scholarship Resume (same as above)
- Any other documents requested (ex. Transcript, letter of reference, etc.)

Step 5: **Finalize your Application Package**: Place all of the documents identified above in a large envelope and submit to the KSS Counselling Centre **no later than 3:30 pm on Thursday, April 6, 2023**. All items must be placed in the envelope in the order listed above.

IMPORTANT: Each Donor-Selected application package (Step 4) must be in the order specified. It is your responsibility to ensure that all information is included in your final application package and that it is all sorted and organized correctly. Poorly organized application packages that have not been put together properly will not be re-organized and sorted by the Scholarship Committee and this can have a negative result in being considered for a scholarship/bursary. **PLEASE ENSURE THAT YOU HAVE INCLUDED EVERYTHING AND THAT YOUR SCHOLARSHIP APPLICATION PACKAGE IS PUT TOGETHER PROPERLY!!!**