

FRANCES KELSEY SECONDARY SCHOOL

Application Information Kit for LOCAL SCHOLARSHIPS and BURSARIES

For each scholarship/bursary application (unless otherwise instructed) you will need in the following order:

1. A completed application form (only use the standard application form if the donor has not supplied their own application form that is posted within each bursary/scholarship)
2. A covering letter
3. A scholarship résumé
4. Two reference letters. (from 2 teachers or advisors)
5. A transcript
6. Some may require a statement of financial need or a proposed budget

****Have a master list in numerical order listing the bursaries and scholarships that you are applying for and hand in along with your packages. (this is for admin use only)

1a. Hand-written Application forms

- Use the standard form for all applications unless a special form is required, see list – all special forms can be obtained on the scholarship/bursary website.
- Make one master copy – leaving the first 2 lines and the last line blank. Saved as PDF.
- Make sure all the information is correct.
- Photocopy the required number. Add in the appropriate information on the 1st and last lines. Attach to the front of each package.
- Print or write neatly in black ink that will match the photocopied text.

1b. On-line Standard Application Forms

- Go to the Frances Kelsey Website – fkss.sd79.bc.ca choose “Graduation Tab” then choose “How to apply for scholarships”.

2. Covering letter

- Correct letter format
- Word processed.
- Can be addressed to either the donor personally or a general “To whom it may concern” or “Dear Scholarship Chairperson”.
- 3 paragraphs (a) introduce yourself and state your educational plans and goals
(b) referring to your résumé; explain the activities, courses, school and community service you have been involved with in the last four years
(c) state your specific reasons for applying for this scholarship including personal reasons of financial need and why it would be helpful to you

In your letter try to be **original, personal yet specific**, proud of your achievements, show understanding of the criteria for the award, be neat and presentable.

3. Résumé

This together with the covering letter is the most important part of the application. These represent you to the scholarship or bursary committee. The more they can tell the committee about yourself and your activities the better.

- Always start with your goal or your educational plans
- Include the schools you have attended and when
- Include any academic/school awards
- Include any clubs, activities, teams etc you have belonged to *
- Include your community involvement
- Include any work experience, jobs etc. you have had
- List any other areas of interest, skills, achievements
- List the 3 people you will ask for letter of reference including their address and the reason why

Note: the résumé should be no longer than 2 pages.

- Spend time to produce a good scholarship résumé which can be updated and form the basis for many award applications.
- Proofread it yourself and have someone else check it.
- Always start with the most recent activities, dates, etc and work backwards. Usually going back to grade 9 is sufficient.
- Be consistent but attractive in your style
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***Note:** if you are applying for special fine arts, music, theatre or sports scholarships you may wish to do a separate “theatrical résumé”, “sports résumé”, etc.

The 10 qualities that most scholarship committees look for are: **enthusiasm, teamwork, character, hard work, purpose, ability to overcome obstacles, enthusiastic, community service, perseverance and responsibility.**

Some ideas for résumé headings include:

academics	athletic awards	awards and achievements
awards earned	cadets	career objective
community activities	community involvement	community work
cooperataive education	exchanges	extra-curricular activities
future plans	goals	honours
honours and awards attained	international experience	leadership positions and offices
music	sailing	
special licenses	special skills	special training
training and special interests	volunteer work	work experience
awards	business courses	certificates
community service	employment	fundraising
hobbies and interests	interests	memberships
performing arts	special recognition	swimming

4. Transcript of marks

Let Ms. Wheeler know the appropriate number of photocopies you require by Wednesday, March 5th. You will pick up your transcripts on Monday, March 10th outside of the counselling office. Please make sure it is as current as possible and all the information on it is correct.

5. Teacher Scholarship/Bursary Recommendation Form –

- Select your referees carefully, eg. your advisor, a teacher of the subject area you are most interested in pursuing, your counsellor, an administrator, a sponsor of a club, team activity etc, a community person with whom you have worked or volunteered, your employer.
- Always ask them personally, give them a copy of your résumé (even if it is only a draft copy) and allow them a week to complete it.
- Print off the Teacher Recommendation Form from the Frances Kelsey website by clicking on the “Grad” Tab and then “How to apply for scholarships”. Choose two advisors or two teachers only.
- **Thank you letter**
 - a) Write a thank you letter to each referee; remember a good letter of reference takes time.
 - b) Write a thank you letter to the donor of each bursary/scholarship that you have won.**
 - c) If you cannot provide the proof of registration by September write a note explaining your reasons and ask them to hold the award for you for a year.
 - d) The donor organizations do like to hear how their money has helped in your first year of post secondary school and how you have done. Please share this with them.

7. Budget (if requested)

A Sample Budget can be found on the Kelsey website. Adapt it to fit your own needs.

PROCEDURE

1. Spend some time to produce your master package.
2. Check out all of the scholarships/bursaries you meet the criteria for and you can make a master list.
3. Ask 2 to 3 referees for letters of reference (giving them a minimum of 1 week to produce it and a copy of your résumé to help them write it).
4. Do a master list with the number and name of scholarships/bursaries you are applying for and hand this list in with your scholarship/bursary packages to Ms. Wheeler.
5. Check that all documents, requested by the donor, are in your completed pkg.

Deadline for local scholarships is NOON **Friday, March 14th**. Allow a week before the deadline to give yourself time to put each package in order and complete the application forms.

Return **completed packages to Ms. Wheeler.**

Note: Ms. Wheeler will process all of the packages for local scholarships and send them out to the **DONORS. DO NOT MAIL THEM YOURSELF.**

Always keep a file of your scholarship information available so you can quickly add to it and update it when a new scholarship becomes available.

MyDocuments/Bursary/Appinfokit2024.doc