

***Scholarship Criteria for :
The Bayfield Mortgage/Big Brothers Big Sisters of
Langley (BBBSL) Scholarship Fund***

Purpose:

This Scholarship Fund, awards scholarships to high school seniors, enrolled in post secondary education of any kind, based on academic achievement, volunteer involvement, financial need, and an express interest in developing a career. The applicant must be or have been involved in the BBBSL agency.

Criteria:

The students eligible for assistance must be a graduating high school senior who resides in Langley and is a Canadian citizen. Consideration will be given to academic achievement, financial need and the student's community service record. Students should submit a scholarship application on the form provided by Big Brothers Big Sisters of Langley along with the other documents requested.

Guidelines:

Scholarships will be awarded on an annual basis and disbursed in equal payments in August and January. Students must continue to attend classes and/or apprentice/practicum training sessions and complete all assignments as required by the school.

Amount:

Each scholarship awarded will be a minimum of \$1,000 annually to be paid in two equal installments upon confirmation of post secondary schooling or training and notification of being the successful applicant.

Deadline:

The application and attachments, deadline is May 30th by hard copy mail or dropped off at the address below. You may also email or fax the documents in order to ensure we are aware to look for the hard copy. The deadline is the date after which applications will no longer be accepted.

Renewal process:

This scholarship is not renewable. Previous scholarship recipients cannot re-apply.

Please send application to:

**Big Brothers Big Sisters of Langley (BBBSL)
Attn: Bayfield/BBBSL Scholarship Fund
Box 3052, Langley BC V3A 4R3**

**Big Brothers Big Sisters of Langley
&
Baywest Mortgage Association**

SCHOLARSHIP HANDBOOK

January 2018



(taken from the Langley School District Scholarship handbook)

BAYFIELD
MORTGAGE PROFESSIONALS



**Big Brothers Big Sisters
of Langley**

Sources of Financial Assistance

(as laid out in the School District #35 handbook)

Where is the money going to come from?

The reality of paying for post-secondary education can be challenging for many students and their families.

Students need to budget for tuition payments, textbooks, and other educational and living expenses. Many students and their families need to explore and search for additional means to finance post-secondary education.

There are three main sources of financial assistance for graduating high school students.

Scholarships

- A scholarship is a monetary award based on academic achievement, excellence in an area that pertains to the award or other select criteria. Scholarship donors may request evidence of leadership, community service, artistic and/or athletic endeavors.

Bursaries/Awards

- A bursary is a non-repayable monetary award based on **financial need and reasonable academic standing**. Candidates will be expected to provide some or all of the following types of information: financial statements from parents, a list of other monetary awards the student has or will receive, a proposed budget, which estimates the cost of the post-secondary program, and/or an essay outlining challenges the student/family may have dealt with. These challenges could include: being in the care of the Ministry of Children and Families, mental and/or physical health concerns (parent or child), refugee to Canada, etc. The main criteria are ALWAYS the student could not afford post-secondary education without this investment.

Student Loans

- A loan is a government sponsored repayable monetary award based on financial need.

Scholarships

There are FOUR basic types of scholarships and bursaries available to high school students:

1. **Provincial Government Scholarships.** The Provincial Scholarship Program is intended to recognize student achievement and encourage students to pursue post-secondary education. This year there are five scholarships available: the BC Excellence Scholarship, the BC Achievement Scholarship, District / Authority Scholarships and two specific vocational training awards for students pursuing an Education Degree in BC or continuing in trades training that they started in high school.
2. **Langley School District Foundation Scholarships.** The Langley School District Foundation oversees the scholarship fund, which is available to Grade 12 students in Langley School District. The Foundation works with private donors, businesses, service clubs, PACs, and other organizations. Each donor identifies the specific criteria for their award. "Open or District" awards are available to all Grade 12s. "Local" awards are designated for students who attend particular high schools. For example, WGSS scholarships are designated for WGSS students.
3. **Entrance Awards.** Many post-secondary institutions have scholarships, bursaries, and award opportunities available to students who apply and are accepted to their institution.
4. **Other Scholarship Sources.** Students should check the following to see what scholarships may be available to them: parent employment, parent affiliations, credit union membership, other affiliations such as clubs (e.g. Girl Guides) or specific criteria (e.g. Aboriginal heritage). The District Scholarship Website contains a database of scholarship opportunities for students to review.

Steps to Completing Scholarship Applications

1. Start Early

2. Know What We Want

- Read the criteria and required documents well ahead of time.

3. Help Your References

- Teachers, coaches, and counsellors are busy!
- Give referees plenty of time to prepare references.
- In your e-mail requesting a reference letter, be sure to include the following information:
 - * **Program to which you are applying**
 - * **Scholarship to which you are applying**
 - * **Deadline of application**
 - * **Copy of your Comprehensive Resume**

4. Meet Application Deadlines

- Ensure that you meet the deadline and be sure to include **all** supporting documents requested.
- Even guaranteed scholarships are dependent on you having applied to the university by a certain date.

5. Neatness Matters

- Your completed application makes a statement about you.
- Presentation is important. Spelling and grammar errors can disqualify you from consideration.
- Schedule your time to complete the application as though it were a major assignment.
- Ask teachers and parents to proofread your final copy.

6. Email or Fax your documents

- This affords you the opportunity to have a verifiable date.

7. Focus on Quality Rather Than Quantity

- General essays should focus on a few activities rather than trying to address everything.
- It is easier to focus on two or three activities and describe your involvement and *how you were affected*.
- Discuss what you learned from your involvement.
- Provide examples to illustrate anything you are writing about. It makes your content more believable.
 - Ask yourself "What is going to make me stand out over other applicants? What is unique about me?"
- Above all **BE POSITIVE**.

8. Keep a Hardcopy

- Photocopy your completed application form.

Remember the Basics

- Start early!
- Plan to work on several drafts (photocopy applications and work on the questions until you have decided what to say).
- Fit your answer to the scholarship criteria; use active verbs and provide specific examples.
- Always check your spelling and punctuation (ask an English teacher if they would be willing to edit.)
- Use black ink unless they ask for blue.

Application Documents

Comprehensive Resume

A comprehensive resume provides a useful summary of all of your accomplishments. This is extremely helpful when completing application forms, writing scholarship essays, and when asking for letters of reference.

A comprehensive resume is essential when you wish to ask teachers or other individuals to write reference letters for you; it will assist them in writing a character-rich reference letter.

Brainstorm relevant data in each of the following categories (title and time period of involvement): **Academic**

Achievements

- Include all grades or percentages, awards, honour roll standings, grade point average, etc.
- Record any competitions entered and your placing, science fairs, math contests, etc.
- Mention IB, AP or Honours classes, or classes taken outside of school hours (e.g. French Summer Language Bursary Program).

School Involvement

- List all school volunteer experience (give some explanation).
- Include membership in any school-based clubs or committees (e.g. Humanitarian Club, Leadership Club, Environmental Club, Student Council, etc.).

Community Involvement

- Include membership in community groups, church groups, etc. (e.g. volunteer firefighter, United Way Youth Committee, canvassing for various charitable groups, etc.).
- Any volunteer work in which you have been involved (e.g. summer day camps).

Seminars/Conferences Attended

- Record anything attended in or out of town (e.g. Holocaust Symposium, United Nations Model Summits, Red Cross Training, Food Safe, ICBC Conferences, anything subject-related, etc.).

Skills/Personal Attributes/Interests

- This category can be broken down into separate areas if need be.
- Include computer skills, languages spoken, positive attributes, etc.

Work Experience

- Paid work experience from summer or continuing jobs.

Volunteer:

Many scholarship committees expect a candidate to have volunteer work. They often look over your high school years to see that you have made a consistent effort to contribute to your community.

In your essay or Letter of Intent they want to read a reflection of how the volunteer experience has impacted and changed you.

Letter of Intent

Sometimes a letter is required with your scholarship application. Write a rough draft and edit your Letter of Intent until it is perfect. In many cases the initial screening of candidates will be based on the Letter of Intent. Include all relevant information, paying attention to the details specified on the application form. Keep the tone of the letter businesslike. Be straightforward, concise and unemotional.

The content of your letter should follow a regular business letter format and it could contain:

- Brief outline of your interests, hobbies and activities
- Brief summary of positions and offices held by you in school, youth organizations, and the community
- Short statement of your purposes in seeking to attend college/university (or other post-secondary institution where applicable)
- Information about achievement awards, scholarships and prizes won by you in any field
- Details of employment in the last two years, during vacations or after school
- Statement of financial need

Scholarship Essay

The competition for scholarships is always intense. Scholarship Committees will compare candidates by reading the candidate's scholarship essay.

Awards Committees review the application looking for the following content to compare applicants:

- Academic excellence.
- Exceptional involvement in activities within the school and/or community.
- Leadership in volunteer activities, athletics, or other group endeavours.
- Ability to write an interesting, error-free biographical or specific topic essay.
- Performance in external competitions or participation such as those in math, music, performing arts, science, written expression and other similar external involvement demonstrates application of knowledge.

The following questions can help you reflect on your experiences and accomplishments, and may help you shape your Scholarship Essay:

- What are the qualities you think make for a successful university student? How have you demonstrated such qualities in the past?*
- What kinds of activities, accomplishments, and insights – learned in or outside of the classroom – do you think would be relevant to this program?*
- Think about your accomplishments and activities. What you have learned from these experiences? When have you taken on a leadership role? What do you excel in at school or outside of school? What do you enjoy learning in school? Or what do you enjoy doing outside of school that has influenced what you want to learn?*
- Think about how your favourite teacher would describe you. Why would your teacher describe you this way? Be specific. Try to incorporate this information into your responses.*
- Think about two or three adjectives that best describe you. For each, provide some evidence of why they describe. Be specific. Try to incorporate this information into your responses.*

Letters of Reference

Some scholarship applications require a letter of recommendation or letter of reference. Letters may be written by teachers, members of the community, family friends, or employers. Identify some key people who know you well, and ask if they would be willing to write a reference letter for you. Generally, these people can make an honest statement to endorse your application. Do not ask a family member for a letter of recommendation.

When requesting a letter of reference, provide a copy of your Comprehensive Resume (see Appendix to see a sample). Allow plenty of time, two-three weeks on average, for your referee to complete the letter. It is best to have letters from three different people. Read the application carefully as some applications are specific about who provides the letter of reference. For example the application may say references from one teacher/ counsellor and one community member or one teacher and your school principal. Do not include more reference letters than is required.

School Transcript (Interim Grades)

For many scholarship applications, you will be asked to provide a School Transcript of your most recent marks. Sometimes just Grade 12 marks are required, and sometimes marks from other grades will be requested. The Counselling Centre in your school will have a process by which you can request a transcript of marks. Often it will take up to four days to have a transcript prepared and ready for you.

Letter of Appreciation

Show your appreciation to the people who have helped you prepare your scholarship/bursary application(s). A short thank you note to the teachers who wrote your reference letters, and to the others who have helped you complete your application package, is appropriate. If you were fortunate enough to win a scholarship or bursary, it is important to send a thank you letter to the donor.

Not only is it a common courtesy to thank for the investment in your future, but it also reminds the organization that supplied the funds that students appreciate the financial assistance they received.

Scholarship Checklist

- 1) Read the **Scholarship Handbook**
 - a) Highlight sections for future reference
- 2) Prepare your **Comprehensive Resume**
- 3) Prepare draft **Letter of intention**
- 4) Prepare draft **Scholarship Essay**
- 5) Request **Letters of Reference**
 - a) One or two from school personnel
 - b) One or two from community members
 - c) Write **notes of appreciation** to those who provided you with a Letter of Reference
- 6) Prepare a **Scholarship Binder**
 - a) Plastic folders with copies of: Transcript, Letters of Reference, draft Scholarship Essay, draft Letter of Intention
- 7) Prepare a **Scholarship Spreadsheet**
 - a) Fields may include: Deadline, Scholarship, Website, Criteria, Required Document, Status
- 8) Survey all available **Scholarship Opportunities**
 - a) Subscribe to your school's newsletter / twitter or information system for providing students with scholarship information
 - b) Review the **Financial Aid** session of university websites
 - i) Note application deadlines in your Scholarship Spreadsheet
 - c) Check parental affiliations with unions, through employment and other sources
 - d) Join scholarship search databases which provide you with scholarships specific to your future plans
- 9) Apply for a **SIN number** if you don't already have one
- 10) **Submit scholarship applications by the deadline**
- 11) Write a **thank you letter** or **note** when you are awarded a scholarship

SCHOLARSHIP APPLICATION



Big Brothers Big Sisters
of Langley

Big Brothers Big Sisters of Langley
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Langley, British Columbia V3A 4 R3
P: 604-530-5055 F: 604-530-1090
www.bbbslangley.com

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Please type your answers.	
1.	Last Name: _____ First Name: _____
2.	Mailing Address Street: _____ City: _____ State: _____ Zip: _____
3.	Daytime Telephone Number: () _____ Email Address: _____
4.	Date of Birth: Month Day Year Gender: _____
5.	Cumulative Grade Point Average (GPA): _____ (On a 4.0 scale) Attach proof of GPA. Your most recent school transcript is required.
6.	Are you the first person in your family to go to college: YES ___ NO ___
7.	Name and location of High School attending: _____
8.	(If your resume answers question 8, please attach and skip to Question 9.) A. List any academic honors, awards and membership activities while in high school: B. List your hobbies, outside interests, extracurricular activities and school related volunteer activities: C. List your non-school sponsored volunteer activities in the community:
9.	A. What college/trade school will you attend, please list name: B. What is your start date:
10.	List Family Gross Annual Income from your last year's Income Tax Form (please supply copy)
11.	Are you a former "Little" in our programs? Yes _____ No _____ If your answer is 'yes', which program: _____ What date: _____
12.	Are you a former Teen mentor in our programs? Yes _____ No _____ If your answer is 'yes', which program: _____ What date: _____

SCHOLARSHIP APPLICATION

13.	Name & address of parent(s) or legal guardian(s): (Include address if different than your own listed in Question 2.)		
	Name(s) :		
	Street:		
	City:	Prov:	Postal Code:
	Home phone of parents or legal guardians:		Work phone:

14. On a separate sheet please write an essay (250 - 500 words) answering the questions below:

Describe how volunteer or community service has shaped who you are today and what community service has taught you. Also, discuss in your essay about any challenges or obstacles you have dealt with and overcome in life and how this will help you succeed in post-secondary and beyond.

STATEMENT OF ACCURACY FOR STUDENTS

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge. I also consent that if chosen as a scholarship winner my picture may be taken and used to promote the scholarship program. (Winner may waive photo due to unusual or compelling circumstances.)

I hereby understand that if chosen as a scholarship winner, I must be present at any potential awards ceremony, surprise, or reception to receive my scholarship award.

I hereby understand that if chosen as a scholarship winner, it is my responsibility to remit the appropriate information for my scholarship to be paid directly to my educational institution prior to my start date.

I hereby understand I will not submit this application without all required attachments and supporting information. Incomplete applications or applications that do not meet eligibility criteria will not be considered for this scholarship.

Signature of scholarship applicant: _____ **Date:** _____

STATEMENT OF SUPPORT BY TEACHER OR COUNSELOR

I hereby affirm that this application meets the criteria set forth by this scholarship program and that I support this application.

Name of Teacher/Counselor submitting the application: _____

High School: _____

Contact information (email and phone): _____

Signature of Teacher/Counselor: _____ **Date:** _____

Checklist

- Application
- Essay
- Resume/Activity Sheet
- Teacher or Counselor signature
- Letters of reference x2
- School Transcript