

## Instructions for How to Hand-In your Internal & External Financial Awards Application

Download your application to your desktop or a folder. Save As Financial Award application. PDF's are preferred.

**For INTERNALS-** Go to Microsoft Teams. Click on the Financial Awards Team. Click on the link Upload Internal and External Applications [HERE](#). The upload link will be available in Microsoft Teams/Financial Awards Feb 8th at 1pm until Feb 10th at 1pm. **Only complete packages will be accepted.** You will need to log into your Office 365 account with your school name and password. Upload one Internal application into the file named Internals.

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**For EXTERNALS-** Go to Microsoft Teams. Click on the Financial Awards Team. Click on the link Upload Internal and External Applications [HERE](#). The upload link will be available in Microsoft Teams/Financial Awards Feb 22nd from 1pm until Feb 24th at 1pm. **Complete applications required to process.** Upload your External application with the other documents in one file (that you meet the criteria for) into the appropriate named file. Eg: Rotary Club [HERE](#). **Scan** the reference letters and your Transcript and make one folder.

Use the last page only for specific requests from the Organization.

The screenshot shows a Microsoft Teams chat interface. On the left, a sidebar contains navigation icons for Activity, Chat, Calendar, Assignments, and Teams. The main chat area is titled 'Financial Awards' and shows a 'General' channel. A message from 'Korilea Soltys' at 11:37 AM contains a long URL and a button labeled 'Fill | Upload Internal Application HERE' with a Microsoft Forms icon. A blue oval highlights the button and the URL. The chat history shows a previous message that has been deleted, with an 'Undo' option. The top of the chat window shows the date 'Monday, September 21, 2020 @ 6:00 PM' and a '6 replies from you, Quinn, and Nyomi' notification. The bottom of the chat window shows a 'Reply' button and a toolbar with icons for text, images, and other chat features.

# Upload Internal Application HERE

Hi Korilea, when you submit this form, the owner will be able to see your name and email address.

1. Upload your Internal application HERE (Non-anonymous question ? )

↑ Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

2. Upload the Aboriginal Advisory Bursary HERE (Non-anonymous question ? )

↑ Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

3. Upload the Rotary Club HERE (Non-anonymous question ? )

↑ Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Submit