

A Step By Step Guide to the Financial Awards Process

***click on the bold letters that take you to a more detailed page**

- 1) Visit the school website <http://css.sd33.bc.ca/> under the section Student & Parents/ Financial Award Information. Click the yellow headers which will take you to another page. Read. Check the list, noting the criteria for each. Read and sign the agreement form for your first task.
- 2) Make sure you are checking your Financial Awards page in Teams and listening for announcements.
- 3) Check the list often as the list can change right up until the deadline. Look at the top for the most current date.
- 4) Identify who your TWO references will be. They could someone like a teacher, counselor, administrator, coach, employer, pastor.
- 5) Download and save the reference letters and email them to whomever you are asking. Include some information about yourself and make sure to ask for personal comments to be included in the bottom section.
- 6) The application is a writable form, and you need to save it to your computer first. You can amend it many times and eventually will have a finished product ready to be submitted by the due date. Practice filling this out.
- 7) Brainstorm ALL of the [activities resume](#) which lists all the school related activities you have done from Grade 10-12. (Leadership, Sports teams, Musical theatre, Drama, WEX, Clubs) as well as all the Community based activities you have done in Grade 10-12. (Paid jobs, volunteer work, tutoring). Things you have done in the summertime count as well. If you run out of space, you must prioritize the most important ones.
- 8) List [awards](#) and citations you have received in Grade 10-12.
- 9) If there is a special circumstance or [affiliation](#) or adversity in your life put it in the assigned boxes.
- 10) Fill in the [Financial Budget](#) on the application.
- 11) Write your [Career Statement](#). This is a one-page essay that includes: where have you been? What are you doing now? And what are you going to do? This all relates to your chosen Career path and passion. See a more detailed outline for this on our [website](#).
- 12) Have someone read and edit this essay. This is something you work on for a few months.
- 13) Access your [Transcript](#) Edit out the [PEN number](#) and [edit out](#) the bottom portion.
- 14) To insert the transcript and the reference letters you must turn your PDF into a JPEG(image/picture). To do this Save As. Select Desktop or a Document. And select JPEG from the available files.
- 15) The easiest thing to do is to SCAN all your documents which will turn them all into ONE PDF.
- 16) Follow the [Hand in Procedure](#) that is on the website to upload your applications in [Office 365](#). The link to access this will be in **Microsoft TEAMS** Financial Awards. This will be available a few days before the final deadline.
- 17) Attend 2 or more Financial Award workshops in Dec or Jan. Specific dates will be in the announcements and in the Financial Awards TEAMS.
- 18) On the [financial awards main page](#) there is the most common places for students to access bursary's and scholarships.
- 19) Look through the [provincial](#) scholarships.
- 20) Look at each of the [on-line](#) scholarships.
- 21) For the [Schulich Leader Scholarship](#), The [Cmolik Foundation scholarship](#) and the [BC Excellence Award](#) you will need a school nomination. Check in the announcements and in Teams for deadlines for these nominations.
- 22) Check your chosen [university](#) or college for the scholarships that they offer on their websites.
- 23) Important! The financial awards program is not meant to be done in isolation. The website only provides information to get you started. This is a process that in order for your application to be competitive, you must meet with the career advisor, attend the workshops, have others edit your career statement and of course ask questions for clarification. For some this process will be straightforward, for others it may be more difficult to navigate the different tasks. You can always email the career advisor or the counselors for guidance. The onwness is on you to ask.
- 24) You want to attend the Parent information night in early September. Dates and times will come out in an all Grade 12 parent email and in the announcements. This is when you need to begin to organize yourself so that all the task of the awards process are met, and you are ready for hand in day📅 Good Luck everyone!