

## SCHOLARSHIPS 101 WORKSHEET

When applying for scholarships, you can be asked for a variety of information. If you complete the following, you should be prepared for most situations and the scholarship application process should be far simpler.

### **Personal Information** (gather indicated documents and fill in appropriate sections)

Social Insurance Number: \_\_\_\_\_

Saskatchewan Student Number: \_\_\_\_\_

*Appropriate* E-mail Address: \_\_\_\_\_

Parent/Guardian(s) Name(s),  
Occupations(s): \_\_\_\_\_

Number of Siblings: \_\_\_\_\_ In Post-Secondary: \_\_\_\_\_

Post-Secondary Institution(s): \_\_\_\_\_  
Name(s) and Program Name(s)

### Documentation

- Unofficial Transcript** (an official one will be needed if the scholarship is awarded or upon request – a fee is required for the official documents)
- Proof of Permanent Residency Status**
- Declaration confirming visible minority, First Nation status, disabilities** (documentation may be required)
- Letters of Reference/Recommendation** (ask your contacts for these well in advance)

### **Career Choice** (Be prepared to supply up to 3 career options, with an informative explanation as to why you have chosen this direction.)

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**Leadership Involvement** (Provide: activity, position held, years of experience, relevance to your development and skill set – ie what did you learn and how did you benefit?)

**Community Activities/Involvement/Volunteer Service** (Provide: activity, position held, years of experience, relevance to your development and skill set – ie what did you learn and how did you benefit?)

**Extracurricular Activities** (Sports, Clubs, Associations; Provide: activity, role, years of experience, relevance to your development and skill set – ie what did you learn and how did you benefit?)

**Work Experience/Employment** (Provide: position held, years of experience, relevance to your development and skill set – ie what did you learn and how did you benefit?)

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**Competitions/Conferences** (Provide: year and relevance to your development and skill set – ie what did you learn and how did you benefit?)

**Achievements/Awards/Honours**

**Hobbies/Interests**

**List 5 tasks that you have completed that, taken together, tell us who you are.**

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
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**Essay Component:** Essays may be on a variety of topics (community service, leadership, financial need, etc.) but always have one thing in common – they must be well written. Below are some sample questions to help you prepare.

1. Summarize briefly the nature of your community leadership involvement on which this application is based.
2. Describe the community in which you live and how it has influenced the person you have become.
3. Using one or two specific examples from the leadership experiences listed, describe your successes and failures and how they have contributed to your development as a leader.
4. Describe one of the most important initiatives you undertook which addressed an unmet need at school or in the community at large. What steps did you take? What were the results of your actions?
5. What has been one of your most meaningful contributions as a volunteer to the betterment of your community? Why? What was the significance or impact on the community?
6. Describe a situation in which you challenged yourself by undertaking a task or project that was beyond your capabilities, knowledge or skills at that time. What difficulties did you encounter and how did you deal with them?
7. Describe what you consider to be your most significant contribution to date and its value to your school or larger community. Why was it important to you and to others?
8. Describe a time you challenged yourself by taking on a task/project for which a successful outcome was uncertain. What setbacks did you encounter? How did you deal with them?
9. Describe an important initiative/activity you undertook in which you were the leader. Using concrete examples, what challenges did you encounter, how did you deal with them, and what were the outcomes?

## EXAMPLE EVALUATION

**Grade 12 average** based on:

- English A 30/FI ELA A 30 –
- English B 30/FI ELA B 30 –
- History/Social Studies/Native Studies 30 –
- One 30 Level Science –
- One 30 Level Math –

Average to two decimal points = \_\_\_\_\_ x 75% = \_\_\_\_\_

### **A. Community Involvement**

Up to 5 activities will be considered (Role and Year to be scored for EACH activity).

Role – 1 – passive involvement

2 – specific term leadership (team captain, bottle drive leader)

3 – sustained leadership (youth group president, Cadet captain) Role \_\_\_\_\_/15

Year - 1 – one time or yearly event to a maximum of 50-hour total

2 – partial year sustained events over 3 years for 150 hours total

3 – sustained involvement over 3 years over 150 hours Year \_\_\_\_\_/15

Applicant statement of involvement in one activity (max. 5 points)

1 – little substance

2 – explanation of involvement but no transference to impact

3 – explanation of involvement with generic transference

4 – explains and targets question of difference made

5 – exemplary: well-written, well thought out and thorough Summary \_\_\_\_\_/5

Total \_\_\_\_\_/35

x10% \_\_\_\_\_

### **B. Extracurricular Activities**

Activities listed – 1 point per different activity to a maximum of 5 points. Activities \_\_\_\_\_/5

Applicant statement of involvement in one activity (max. 5 points)

1 – little substance

2 – explanation of involvement but no transference to impact

3 – explanation of involvement with generic transference

4 – explains and targets question of difference made

5 – exemplary: well-written, well thought out and thorough Summary \_\_\_\_\_/5

Total \_\_\_\_\_/10

x7% \_\_\_\_\_

**C. Academic Awards and References**

Awards – Subjective points from 1-5 over 3-year term (number, size of sample, etc.)

Awards\_\_\_\_\_/5

References – One point per category to a maximum of 3

References\_\_\_/3

Total\_\_\_\_\_/8

x3%\_\_\_\_\_

**D. Additional Comments**

Subjective points from 1-5 based on reasons for entering their chosen programs.

Comments\_\_\_/5%

**TOTAL SCORE**

\_\_\_\_\_ **100%**