**Group 2 Financial Awards Written Instructions**

1. **Download** the following to your computer:  
   * + [***Financial Awards Application Form***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2021-11/Application%20Sardis%202022%20-%20Restricted%20-%20Final.docx)  
        Save a copy to your computer, naming it  your lastname\_firstname\_group2
     + [***Group 2 Checklist***](https://sardissecondary.sd33.bc.ca/sites/sardissecondary.sd33.bc.ca/files/2022-01/Group%202%20Financial%20Awards%20Checklist%20-%20Jan%204%20-%20fillable_0.pdf)   
       Save the checklist, naming it your lastname\_firstname\_checklist2.
     + [***Group 2 Award Descriptions***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2022-06/Group%202%20Financial%20Award%20Description.pdf)  
       Save a copy for your reference, or view online if you prefer.
     + [***Transcript***](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/order-a-high-school-transcript-or-certificate)  
         
       Your transcript can be downloaded from the Student Transcript Service. Select ‘View Your Transcript’ from the main dashboard and then ‘Download as PDF’.  
         
       A video on the Student Transcript Service is available here: [*https://www.youtube.com/watch?v=lzmY0WeTfFs&ab\_channel=ProvinceofBC*](https://www.youtube.com/watch?v=lzmY0WeTfFs&ab_channel=ProvinceofBC)

**PLEASE NOTE THAT CHILLIWACK FOUNDATION NO LONGER REQUIRES A DIFFERENT APPLICATION FORM- USE THE SAME APPLICATION AND ATTACHMENTS AS FOR ALL OTHER AWARDS!**

1. **Read the Group 2 Award Descriptions** and decide which awards you are eligible to apply for based on the requirements.  
   * Read the description carefully. If an award says ‘preference to’ a certain group or that certain criteria are ‘considered’, then you can still apply if you are not part of that group. If an award specifies that applicants ‘must be’ part of a certain group or that certain criteria are ‘required’, then only apply if you meet these criteria.
   * Most scholarships require ‘proof of enrollment’ or ‘proof of registration’ at a post-secondary institution in order for the winner to claim the award. You do not need to provide this at the time of application.

1. **Complete a copy of the Group 2 Checklist**  
   * Check off the boxes beside the awards you will apply for.
   * Fill in the blank beside the award name with any affiliation required in the scholarship description. (ie. Relative works for Hub; Dad is member of CTA, etc).  
     You do not need to note volunteer work on the affiliation line because we can see this on your application.
   * If you have completed the checklist in Adobe, save your completed checklist to upload later.
   * If you have completed your checklist by hand, ensure your printing is in pen and easy to read. You can use a scanning app on your phone to create a pdf, or scan using a school photocopier. To use the photocopier, place your stack of documents face up in the feeder tray. Log in. Select ‘Scan’ and then ‘Scan to email’. Press start. The documents will feed through and the complete pdf will be sent to your school email. You can then save a copy to upload when you submit your application.  
       
     Note: If you prefer to complete it on your computer, the checklist is fillable only if opened using Adobe.
2. **Complete the Financial Awards application form**.   
     
   **If you have applied for Group 1 awards, then you have already completed this step!**  
     
   The application is a fillable Word document. Please complete the application on your computer using Word. Using other applications, such as Wordpad or Pages, will result in different formatting. Handwritten applications are very difficult for our donors to read. If you must do it by hand, please do not use pencil.  
   * + A [***Sample Career Statement***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2019-10/Sample%20Career%20Statement%20for%20Standard%20Application.pdf), [***Activities Resume***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2019-10/Sample%20Activites%20List%20for%20Standard%20Application.pdf), and [***Special Circumstances paragraph***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2020-11/Sample%20Special%20Circumstances%20Paragraph.pdf) are available by clicking these links.
     + If you are applying for a scholarship that requires an essay, you will include it at the end of your application package. **Please include the name of the scholarship the essay is for and your name and student number at the top of your essay page.**
     + Be sure to note any affiliation/membership related to particular scholarships in the area provided on page 1 of the application form.  (ie. My mother Joan Smith is a member of the CTA)
     + As you type, pages may appear to provide extra space. Do not be concerned if there is a blank page, as page breaks have been added to keep everything organized. Be sure to scroll down and complete all of the pages. If you are using a MAC, the formatting may not work correctly, and you may need to adjust the page breaks to keep things neat.
     + Save your completed application form to upload later.
     + If you need assistance with your application, contact Ms. Christensen WELL BEFORE the due date.
3. **If you choose to insert the remaining documents electronically**, scroll to the last page of the application form and then insert IN THIS ORDER:  
   * 2-3 reference letters (minimum 1 school and 1 community, maximum 3 total)  
     Please request reference letters a MINIMUM of 2 weeks before you need them and provide the referee with a copy of your scholarship resume. Only ask for as many letters as you intend to use and select someone who knows you well enough to provide a good reference.
   * Transcript - BLACK OUT YOUR PEN NUMBER FOR CONFIDENTIALITY. We only need the page with your marks, not any additional pages that print out.
   * Save this complete package again, still naming it last name\_firstname\_group2. **This will be the package that you upload for all awards with no additional attachments or information needed.**
   * **If a scholarship DOES require specific affiliation information to be added in the Affiliation field on page one of the application form or an essay to be inserted at the end of your package, then complete that step.** The essays should be on a separate page clearly labelled with the award name and your full name. Save a copy of the document naming it lastname\_firstname\_scholarshipname. This version of your application package will be uploaded for that award only.
   * Repeat the step above for **EACH** scholarship that requires additional information or attachments.
   * ***DO NOT*** attach report cards, certificates, or photos unless requested for a particular award.
   * When inserting document into your Group 1 and 2 application packages, they should **NOT** appear as links. You must insert the actual content of each document (ie. transcript, reference letters, essays).

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Description automatically generated

* + Inserting documents may be done differently depending on the combination of software and document types you are working with, but typically select 'Insert' at the top of the page and then 'Object', 'Create from File' and then browse to locate the document.

1. **If you choose to scan your documents**, print the following and place them IN THIS ORDER:  
   * Financial Awards application form (including career statement, activities resume and budget).
   * 2-3 reference letters (minimum 1 school and 1 community, maximum 3 total)  
     Please request reference letters a MINIMUM of 2 weeks before you need them and provide the referee with a copy of your scholarship resume. Only ask for as many letters as you intend to use and select someone who knows you well enough to provide a good reference.
   * Transcript - BLACK OUT YOUR PEN NUMBER FOR CONFIDENTIALITY.
   * Scan this complete package, and save it naming it last name\_firstname\_group2. **This will be the package that you upload for all awards with no additional attachments or information needed.**You can use a scanning app on your phone to create a pdf, or scan using a school photocopier. Using a school photocopier, place your stack of documents in order and face up in the feeder tray. Log in. Select ‘Scan’ and then ‘Scan to email’. Press start. The documents will feed through and the complete pdf will be sent to your school email. You can then save a copy to upload when you submit your application.
   * **If a scholarship DOES require specific affiliation information to be added in the Affiliation field on page one of the application form or an essay to be inserted at the end of your package, then make these changes.** The essays should be on a separate page clearly labelled with the award name and your full name. Scan a copy of this new package and  save it as a pdf naming it lastname\_firstname\_scholarshipname. This version of your application package will be uploaded for that award only.
   * Repeat the step above for **EACH** scholarship that requires additional information or attachments.
   * NOTE: BE SURE TO SELECT DOUBLE SIDED FOR SCANNING IF YOU HAVE PRINTED YOUR DOCUMENTS DOUBLE SIDED.
2. **You will now have multiple versions of your Group 2 package to upload to each donor:**  
   * **One complete package with no extras**– to be uploaded to all awards that do not require an essay or attachment.
   * **A separate package for EACH donor that DOES require an essay or additional information**
3. **To submit your application:**
   * Paper or emailed applications will not be accepted. You must submit your application through the link provided.
   * A ‘Group 2 Applications’ link will be posted in the main page of the Sardis website one week before the due date. You will be required to sign in to Office 365.
   * Follow the instructions to upload one copy of your checklist.
   * Under each award, upload the application package that you have prepared for that award with any essays or attachments included in the application package. Do not upload only the essay or attachment without the application.
   * Be sure to click ‘Submit’ at the bottom of the page.
   * The link will close at noon on February 22th, 2022. If you have not clicked ‘Submit’ before the application closes, you will no longer be able to submit your application. Incomplete or late applications will not be considered under any circumstances.
   * If you require assistance with completing any of the steps above, please reach out for help WELL BEFORE the due date. We are not able to provide assistance with completing your application on the due date. However, if you experience technical difficulties submitting your application, contact Ms. Christensen.