1. **Download** the following to your computer:

* [***Financial Awards Application Form***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2024-06/SD33%20Application%202020-21%20RESTRICTED.docx)Save a copy to your computer, naming it  your lastname\_firstname\_group1
* [***Checklist***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2024-06/Financial%20Awards%20Checklist.pdf)  
  Save the checklist, naming it your lastname\_firstname\_checklist. This will be uploaded separately, not added to your application package.
* [***Award Descriptions***](https://sss.sd33.bc.ca/sites/sss.sd33.bc.ca/files/2024-06/Financial%20Award%20Descriptions.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 how to use 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)
* ***Chilliwack Foundation Grades and Media Release Document - NEW FORM COMING THIS FALL***  
  You only need this document if you are applying for a Chilliwack Foundation Award.  
  This will be uploaded separately, not added to your application package.

1. **Read the Award Descriptions** and decide which awards you are eligible 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 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.** Recipients will provide it when they claim the award.

1. **Complete and save a copy of the Checklist.** The Checklist is only fillable using **Adobe.** If you do not have Adobe at home, please use a computer in the labs at school.

* Scholarships will be added throughout the year if donors come forward. If you start early, always check the date beside the checklist to see if there is a more current version before submitting. This will ensure that you don’t miss any last minute additions!
* Check off the boxes beside the awards you will apply for.
* If you have completed the checklist in Adobe, save your completed checklist naming it with your **lastname\_firstname\_checklist.** This will be uploaded separately, not added to your application package.
* If you have completed your checklist by hand, ensure your printing is in pen and easy to read. Use the photocopier to email yourself the completed pdf and then save it as above.
  + - * 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. Do not take a picture instead – these are hard to read and scan.
      * Do not take a picture instead – these are hard to read and scan. If you have no access to the school, use a scanning app.

1. **Complete the application form**.   
     
   The application is a fillable **Word** document. Please complete the application using **Word** on a school computer if you do not have access at home**.** Using other applications, such as Wordpad or Pages, will result in messy changes to the formatting. Messy or handwritten applications are very difficult for our donors to read.

* 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.
* 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). **Keep it short!**
* If you are applying for a scholarship that requires a paragraph/essay, you will include it at the very end of your application package. Do not insert it in any other text field or it will be overlooked.
* Under ‘Nature of involvement’ in the activities resume section, the fields are expandable to allow you to add a few sentences highlighting things you have done in that role. How much information you include is up to you, but our donors typically appreciate a bit of an explanation. For example, you could simply enter 'volunteer coach' or you could provide more detail by entering 'Assisted the head coach with training and conditioning athletes, building game rosters and managing players on the field'.   
  **Do not use abbreviations that donors may not understand.**
* 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 need assistance with your application, contact Ms. Christensen well before the due date.

1. Share your application with the two people you have asked for a reference. You can do this before or after completing the other sections.
2. **Insert your transcript into the application package.** Once you have downloaded your transcript (see step 1) and saved it as a pdf:

* **BLACK OUT YOUR PEN NUMBER FOR CONFIDENTIALITY** electronically or by printing and scanning it back to your email. See step 2 for scanning instructions.
* Delete the extra pages and insert only the first page with your marks.
* Convert your transcript from a pdf to **a jpeg** by choosing ‘save as’ and changing the document type on the pull down menu to jpeg.



* Drag and drop the jpeg into the image box, or right click on the image file and select copy, then right click in the box and click paste.

1. When your application package is complete. Save a copy of the document naming it **lastname\_firstname**. This version of your application package will be uploaded for any award not requiring an extra essay.
2. If an award requires a paragraph or essay to be inserted at the end of your package, then complete that step.

* The essay should be on a separate page clearly labelled with the **award name** and **your full name**. Save this page as a pdf, then convert it to **a jpeg** as you did on step 6 above. Do not take a picture instead, as it will be hard to read.
* When your application package is complete. 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. Each organization should receive only the 'extras' that they have requested.

1. **If you are applying for any of the Chilliwack Foundation Awards,** complete your signed Grades and Media Release Document. You only need this document if you are applying for a Chilliwack Foundation Award. This will be uploaded separately, not added to your application package.
2. **To submit your application:**  
   * **Paper or emailed applications will not be accepted. You must submit your application through the link provided.** The link will be posted here and on the main page of the Sardis website one week before the due date. You will be required to sign in to Office 365.
   * **Read and follow** the instructions to upload.
   * The link will close at noon on the due date. If you have not clicked ‘**Submit**’ before the application closes, you will no longer be able to submit your application, regardless of whether some fields have been completed. **Incomplete or late applications will not be considered under any circumstances.**