

## A Step By Step Guide to the Financial Awards Process

- 1) Visit the school website under the section Financial Award Information. Read & Check the list of Internals and Externals found under the section Financial Awards, noting the criteria for each.
- 2) Make sure you are checking the Grad information and Events on the website regularly.
- 3) Copy and paste those awards that fit you into your own Word document. Check the list often as they change right up until the deadlines. Look at the top for the most current date.
- 4) Complete a Reference Resume. This is a resume for your References so that they know about all the things you're involved in. This is different than a job resume.
- 5) Identify who your references will be in school (teacher, counselor, administrator, coach) or out of school (employer, pastor, coach). Ask more than 2 people. Provide them with a reference resume. Do this EARLY!!
- 6) The Internal and External standard form is found on the schools' website. It is a writable form and you can save it to your computer. 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) The Internals use the Checklist and leave the box at the top of the application empty.
- 8) The External Specifics have their own form that you Print and write on by hand. Some have specific document requirements so read each carefully. Some have old dates. They are valid.
- 9) Create a working document of the application 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). You MUST add WEX to each activity if it is WEX.
- 10) List awards and citations you have received in Grade 10-12.
- 11) If there is a special circumstance, affiliation or adversity in your life put it in the assigned box.
- 12) Do the Financial Budget on the application. Print.
- 13) 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.
- 14) Have someone read and edit this essay (Teacher or Counsellor). This is something you work on for a few months.
- 15) Fritz in the Career Centre should review your package prior to hand in day.
- 16) Create a workspace at home. It is easier if you are organized. Make photocopies of originals.
- 17) Attend 3 or more Financial Award/Grad meetings from October to December.
- 18) Obtain a copy of your transcript from Laura (Counsellor) if you're a Dogwood grad, for Adult Grad come and see Fritz in the Career Centre.

19) Assemble the Internal package: standard application, references, transcript, financial budget. MAKE A COPY OF INTERNAL PACKAGE!!!Submit to Fritz on Feb 12, 2019 by 1pm.

20) Assemble the External package: standard application, references, transcript, and financial budget make copies of each for the number you are applying to. Stapled papers. Submit to Fritz by February 26, 2019.

21) Assemble the External Specific packages and follow their hand-in instructions.

22) Please feel free to come and ask Fritz in the Career Centre any questions you may have regarding financial awards. Good Luck!!!