

# POLICY

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No. E.8

## DISTRICT STUDENT AWARD – CITIZENSHIP AND SERVICE

*Adopted: 88-01-11  
Amended: 93-05-10  
Amended: 00-05-08  
Amended: 02-02-11  
Amended: 05-09-12  
Amended: 08-06-10  
Reviewed: 12-03-13  
Reviewed: 13-03-12  
Reviewed: 14-05-12  
Reviewed: 15-04-13  
Reviewed: 16-02-09  
Reviewed: 17-01-09  
Reviewed: 18-01-08  
Reviewed: 19-04-08  
Reviewed: 21-03-08*

### **Policy**

The development of the whole person is a major goal of education. This policy is designed to recognize students who excel in the areas of citizenship and service. In recognition of achievement in this area, the Board will annually award a Citizenship and Service Scholarship. This award will be given to the student who best meets the criteria laid out in the regulation to this policy.

# REGULATION

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### Regulation

1. This scholarship award will be \$1000 in each academic year.
2. The award is dependent upon the graduating student attending a post-secondary institution for at least one year.
3. The award must be taken up within two years of graduation.
4. The scholarship is open to any graduating student provided that they have spent two secondary years in a School District 84 school.
5. The closing date for submissions is May 1 in each year.
6. Each student is responsible for making his/her own submission. The student is responsible for informing the Principal of the intent to apply.
7. Schools are required to:
  - a. inform graduating students of the existence of the award no later than March 1 in each year;
  - b. forward to a Selection Committee the required information for a student submission.
8. The Board will select a committee to meet before May 30 in each year. The committee will comprise of a Trustee, the Superintendent of Schools/Secretary-Treasurer and one Administrative Officer. The Selection Committee will make recommendations to the Board based upon:
  - a. the letter of application from the student;
  - b. the official application form;
  - c. a reference letter from the Principal, Vice-Principal, or Teacher;
  - d. reference letter from two (2) members of the local community who can attest to the citizenship and service contributions of the student;
  - e. confirmation of the suitability of the student as described in Section 9, below.

# REGULATION

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9. The Selection Committee will be guided by the following:

a. **Citizenship – Community**

Students should possess a record of actions undertaken in their community of residence which contributes to making their community a more desirable place in a 'people sense'; e.g. senior citizen visits, participation in community organizations and cultural events, Counter Attack, assisting elders, etc.

b. **Citizenship – School**

Similar to the above paragraph, students should have a record of achievement at the school level; e.g. helping other students, helping adults, setting a good example to younger students, participation in student/school activities.

c. **Service - Community**

Students should possess a record of actions undertaken in their community of residence which contributes to making their community a more desirable place in a physical sense; e.g. participation in anti-litter projects, beautification projects, etc.

d. **Service – Community**

Similar to the above paragraph, students should have a record of achievement at the school level; e.g. hall decoration, dance cleanup, concession operation, Student Council service.

e. **Leadership**

The Committee shall consider the factor of leadership shown in the above areas. Leadership may be defined as citizenship and service displayed in such a manner that encourages and promotes other students to engage in similar activities.

f. Students are expected to have made contributions in at least three of the above five areas.

g. An interview of applicants, if deemed necessary.



VANCOUVER ISLAND WEST  
SCHOOL DISTRICT NO. 84

**APPLICATION FOR THE  
CITIZENSHIP AND SERVICE AWARD**  
*A DISTRICT AWARD*

*(Please print or type all information, except signature.)*

Name of Student: \_\_\_\_\_

Start of Grade 11 in School District 84: \_\_\_\_\_  
Year Month

**The following must be included with this application:**

1. typed letter of application, providing reasons why you are a good candidate for this District Award and paying attention to grammar, spelling and quality of writing;
2. official statement of letter grades for required Grade 11 and 12 academic courses, signed by the Principal;
3. reference letter from the Principal, Vice-Principal or Teacher;
4. reference letters from two members of the community.

**An interview with the District Scholarship Committee  
will be included in the selection process.**

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received at the School Board Office: \_\_\_\_\_

**Note: The closing date of submissions is May 1 in each year.**

# ADDENDUM

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## **Guidelines for Organizations Presenting Awards and Scholarships to Students in Vancouver Island West School District No. 84**

The District Scholarship Program is very much appreciated. Continued support from many community groups provides motivation and needed financial assistance to our students. These guidelines have been drawn up to provide consistency among organizations and schools regarding how scholarships are awarded and how schools receive this information.

### **Advertising Awards and Scholarships**

Organizations providing scholarships should review their terms of reference for their scholarships and if there are any changes, the school should be informed as soon as possible. Terms of reference should include:

- deadline for applications;
- criteria for selection of recipients; and,
- requirements for such things as letters of application, letters of reference, proof of academic achievement.

This information will be published in the school and will be available to every student.

### **Selection Procedures**

The selection procedure should be thought out in advance, and the procedure well established so that it is consistent from one year to the next.

### **Announcing Recipients**

When a recipient of an award or scholarship has been determined, the name of the recipient should be given to the Principal, in writing and confidentially, so that the announcement will be a surprise to the recipient at the commencement ceremony.

### **Presentation of Awards and Scholarships at Commencement Ceremony**

A representative of the organization should be present at the ceremony to present the scholarship. The name of the presenter should be given to the Principal for inclusion in the program before the ceremony. If no one is available, the Principal should be informed so that he/she can designate someone to present the award.