

**SCHOOL DISTRICT STUDENT AWARD –
VOCATIONAL AND TECHNICAL**

This award is designed to meet the needs of students who wish to pursue development in the vocational and technical fields of study.

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 one of the School District's schools.
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 School 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 School District will select a committee to meet before May 30 in each year. The committee will comprise of a Trustee, the Superintendent (or designate) and one Administrative Officer. The Selection Committee will make recommendations to the School District based upon:
 - a. the letter of application from the student;
 - b. the official application form;
 - c. a reference letter from the School Principal or from a vocational or technical education teacher;
 - d. proof of high achievement in the courses defined in Section 9 below;
 - e. an interview of applicants, if deemed necessary.

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9. The course component for student selection will be based upon the following:
- a. the official permanent record letter grade standing for the following subjects:
 - English 11 or Communications 11;
 - a Level 11 Mathematics or Accounting;
 - Social Studies 11; and,
 - a Level 11 Science.
 - b. an official statement of letter grade standing for each of the school terms to May 1 for the following courses:
 - English 12 or Communications 12; and, three (3) other level 12 vocational or technical courses appropriate for entrance to further such training.



VANCOUVER ISLAND WEST
SCHOOL DISTRICT 84

**APPLICATION FOR THE
VOCATIONAL AND TECHNICAL AWARD**
A SCHOOL DISTRICT AWARD

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

Name of Student: _____

Student's Email Address: _____

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 School 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 School Principal;
3. reference letter from the School Principal or the Vocational or Technical Education Teacher.

**An interview with the School 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

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

The School 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 School 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 School Principal for inclusion in the program before the ceremony. If no one is available, the School Principal should be informed so that he/she can designate someone to present the award.