

SCHOOL DISTRICT STUDENT AWARDS

Scholarships awarded to graduating students recognize the individual accomplishments of students in academics, athletics, and community service. The School District awards District Student Awards (scholarships) every year to recognize the achievement of individual graduates and to help encourage students to pursue post-secondary education by offsetting the costs of college or university.

1. Each year the School District will award scholarships to eligible graduating grade 12 students in the following categories:
 - a. Citizenship and Service (see AP 341)
 - b. Vocational and Technical (see AP 342)
 - c. Future Education Workers (see AP 343)
 - d. Raj Jaswal Academic Excellence Award (see AP 344)
2. The Scholarship Selection Committee will adjudicate scholarship applications and make recommendations to the Board on the awarding of district scholarships. The Scholarship Selection Committee will be comprised of one Trustee, the Superintendent (or designate), and one Administrative Officer (the Administrative Officer will not be chosen from a school who has scholarship applicants).
3. School principals will ensure that all grade 12 students are made aware of the existence of the district student awards, as well as the procedures for applying for the awards, by March 1 of each year.
4. School District scholarship applications will be adjudicated before May 30 of each school year.
5. Schools are responsible for forwarding completed scholarship applications to the Scholarship Selection Committee by May 1 of each year.
6. Eligibility – all graduating grade 12 students enrolled in School District 84 are eligible to apply for scholarships, provided that the student:
 - a. Is currently enrolled in a School District school;
 - b. Has completed at least two years of secondary school in one of the School District's schools;
7. District Student Awards are dependent upon the graduating student attending a recognized post-secondary institution for a minimum of one year.
8. District Student Awards must be taken up within two years of graduation.

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.