

Glencoe DHS

INSTRUCTIONS ON HOW TO APPLY FOR AWARDS

Most people feel that scholarships are awarded for those students with the highest marks; however, your community involvement, extra-curriculars, sporting, art contributions, family background, and part time employment all come into play when looking for scholarships.

So here are the instructions. It will take time, but taking your time is important. This is where you want to stand out! This is the time to showcase and be proud of your accomplishments. To view the awards criteria please see the instructions below. Be sure to review the awards from the Thames Valley Education Foundation as well as the GDHS EXTERNAL and INTERNAL Awards. All instructions are below.

To apply for Thames Valley Education Foundation Awards:

- Visit glencoe.tvdsb.ca
- Click on Students
- [Awards, Bursaries and Scholarships](#)
- [Student Award and Scholarship Directory](#)
- Complete the [Student Award Application](#) (don't worry about not having access to your Ontario Student Transcript or Credit Counselling Summary. We will print those once we have access). Save it until you are about to email everything to Ms. Kading.
- Then Search Student Awards and Select Glencoe District High School
- GO The list of awards under our school means you are eligible to apply for them IF you fit the criteria. Click on "Details" to the right of the award name. Read all the information but specifically the criteria, and see if you would be a match (or REALLY close to a match). Some, you will know immediately that you don't fit. Others you will.

To apply for GDHS INTERNAL and EXTERNAL Awards:

- Visit glencoe.tvdsb.ca
- Click on Students
- [GDHS Internal & External Awards](#)
- [GDHS Internal Awards](#)
- [GDHS External Awards](#) (there will be some that overlap from the External Awards above and that's okay. Only apply once.

Next, take a piece of paper and a pen and write down a list of those awards where you feel you meet the criteria.

Once you have a list of the awards you want to self-nominate for then OPEN Google Docs or a Word document and type the name of the award a few sentences or short paragraph about why you would be deserving of the award. Again, remember, this is where you want to showcase who you are. For some awards the selection committee is from the Thames Valley Education Foundation. For other awards, it's our GDHS teachers who choose. There may be things you do outside of school that our teaching staff knows nothing about so this is your time to shine. Be clear and concise in what you write.

PLEASE LIST ALL AWARDS ALPHABETICALLY IN YOUR DOCUMENT.

*** If you are applying for awards/bursaries that require financial disclosure, please communicate that separately to Ms. Kading.

Reference letters: If you require reference letters when applying for awards, now is the perfect time to request one. Think of a teacher/coach/mentor who would write great things about you and who you have worked with closely and would give you a great reference. We ask that you don't leave this step until the last minute. The best reference letters come from people who can take their time writing about you. If they are forced to write letters quickly, they may miss something. Once they have written their reference letter ask them to email it to you and include it with your application. Save a copy for yourself somewhere in the event you need to use it again at a later date. Ms. Kading is happy to write a reference letter for you, provided you have submitted your Student Info Sheet (see below) - point form is preferable.

Once you have made your list of awards, please save it as a PDF or a Word doc and email it to Ms. Kading at k.kading@tvdsb.ca. **In the Subject line: YOUR NAME Commencement Awards.** Attach your [Student Award Application](#) PLUS the list of awards you want to self-nominate for PLUS your reference letter(s) if required. If you have more than three attachments, then consider splitting them up into two emails. Sending too many at once will make the email too large to send.

If you have any questions or require any assistance, please email Mrs. Harvie at t.harvie@tvdsb.ca.

