

# 2018-2019 DISTRICT/AUTHORITY SCHOLARSHIP INFORMATION AND GUIDELINES (Group 1, 2 and 4 Independent Schools)

*(Updated as of November 15, 2018)*

## DEFINITION OF DISTRICT/AUTHORITY SCHOLARSHIP

The purpose of the District/Authority Scholarship is to acknowledge superior achievement in the following categories:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Applied Skills</b>                   | <input type="checkbox"/> <b>Physical Activity</b>             |
| <input type="checkbox"/> <b>Community Service</b>                | <input type="checkbox"/> <b>Second Languages</b>              |
| <input type="checkbox"/> <b>Fine Art</b>                         | <input type="checkbox"/> <b>Technical and Trades Training</b> |
| <input type="checkbox"/> <b>Indigenous Languages and Culture</b> |   |

(See Focus/Specialty Areas on p. 2)

## PROTOCOL:

Applicants will present to the local committee evidence of a program of studies in grades 10, 11 and 12 which may include BC Ministry of Education Authorized, Board/Authority Authorized, Distributed Learning and External specialty/focus area courses from the list shown on the following page.

Applications are reviewed by the District/Authority Scholarship Selection Committees in April. The Committee sends the list of recommended winners to the Ministry of Education in May/June. The Committee also informs the participating schools of any award recommendations in May/June. The Ministry of Education will verify that the award nominee has completed all elements of the scholarship and has completed graduation requirements.

Some time by the end of November of his or her graduation year, the qualifying candidate will receive a **District/Authority Scholarship Tuition Voucher of \$1250.00** which can be applied to a designated post-secondary institution. See [www.aved.gov.bc.ca/studentaidbc/welcome.htm](http://www.aved.gov.bc.ca/studentaidbc/welcome.htm) for a complete list of designated institutions.

To redeem the voucher, candidates need to have their post-secondary institution verify their attendance, and then mail the stamped voucher to the ministry. A cheque will be issued in 6-8 weeks. For more information, see: <http://www2.gov.bc.ca/gov/content/education-training/k-12/support/provincial-scholarships/redeem-your-scholarship-voucher>

To obtain the District/Authority Scholarship tuition voucher, qualifying students must enroll in, and attend, a full program in a designated post-secondary institution, or a training program which requires secondary school graduation and is approved by the Ministry of Advanced Education and Job Training, normally no later than five years following their high school graduation.

## Specialty/Focus areas:

FINE ARTS	APPLIED SKILLS
Creative Writing Drama, Film & Television Music - Composition Music - Instrumental Music - Vocal Musical Theatre Visual Arts: Photography Studio Arts: Fabric & Fibre Studio Arts: Printmaking & Graphic Design Studio Arts: Ceramics & Sculpture Studio Arts: Drawing & Painting	Accounting & Marketing Analog Systems, Digital Systems Business Computer Applications Business Information Management Computer Programming Electronics and Robotics Information & Communications Technology ICT: Digital Media Internet Applications Journalism/Yearbook Debate/Public Speaking Technical Education Textile Studies Food Studies
PHYSICAL ACTIVITY	SECOND LANGUAGES
Advanced Performance in sport Sports Leadership <ul style="list-style-type: none"> <li>• Coaching</li> <li>• Officiating</li> <li>• Volunteering</li> </ul>	American Sign Language Arabic French (official language) German Japanese Korean Mandarin Punjabi Italian Spanish
COMMUNITY SERVICE	TECHNICAL & TRADES TRAINING
Volunteer Activity (local or global) Leadership (local or global)	Automobile Technology Carpentry/Joinery Cook Training Drafting and Design Metal Fabrication & Machining Welding
INDIGENOUS LANGUAGES & CULTURE	

This is not a complete list of opportunities – please see your school counselor for additional related programs of study.

## SELECTION CRITERIA

### A. To be considered for a District/Authority Scholarship applicants must:

- ☐ be a Canadian citizen or Permanent resident (Landed Immigrant) – foreign students staying on a student visa are not eligible to apply
- ☐ be enrolled in a Group 1, 2 or 4 independent school
- ☐ fulfill B.C. Ministry of Education graduation requirements

### B. In addition, an applicant must submit the following to his/her school District/Authority Scholarship Coordinator

(The first six items below should be paper clipped together and easily accessible)

- ☐ 1. The three page **Application Form**, indicating for which specialty area he/she is applying (Fine Arts, Applied Skills, Physical Activity or Second Languages) – see pages 5, 6 and 7. Please Note: All information must be accurate including Ministry PEN. (Social Insurance Numbers are no longer required).
- ☐ 2. **Personal Letter of Application** (one page typed) introducing himself/herself, describing superior achievement in his/her chosen specialty area, and future educational and career goals.
- ☐ 3. **Transcript** (recommended) of Grade 10 and 11 marks and interim Grade 12 marks.
- ☐ 4. **Marks Release Statement** – see page 8.
- ☐ 5. **Letter of Support** from a school administrator or counselor – see page 9.
- ☐ 6. **Letter of Recommendation** (one page typed) from a teacher in the applicant's specialty area – see page 10.  
*Please see your school counselor, for permission, if you believe another person, such as a coach, would be in a better position to write the letter of recommendation. To avoid conflict of interest, letters of support and recommendation should not be written by relatives of the applicant.*
- ☐ 7. **Evidence of Superior Achievement** in the applicant's chosen specialty area. (Please note that while applicants must specialize in one main area, achievements in other fields may also be presented as supporting evidence.) – see pages 11 -13.  
**Evidence of superior achievement in the specialty area, both in and out of the classroom, must be clearly presented.** Presentation methods may include:

- Portfolios
- Descriptive photo albums
- Video/DVD (standard PC DVD format) /USB
- Record Logs, documenting hours of involvement in chosen field
- Power point presentations
- YouTube links (use a shortened URL link)

**The school counselor must ensure that the application package is delivered to the appropriate FISA representative, listed on page 4 by 4 pm on Wednesday May 1, 2019.**

## MAILING OR DROP-OFF INSTRUCTIONS

The application package (including the application form, supporting documents and evidence) should be mailed, sent via courier or hand delivered by the school counselor, to the FISA representative as follows:

Please note that if your school is not located in the Fraser Valley and applicants would like their portfolios returned, simply provide us with the name of your Courier and account number and submissions will be returned promptly.

### **Fraser Valley, Interior and Northern Schools:**

**Gianni Bittante**  
**St. John Brebeuf Regional Secondary**  
**2747 Townline Rd**  
**Abbotsford, BC V2T 5E1**

*Application due: 4 pm on Wednesday May 1, 2019.*

## CHECK LIST

Have you included the following in your application package? *(see pages 5 – 13 for details)*

- ☐ Three page Application Form (pages 5, 6 & 7)
- ☐ Personal Letter of Application – typed, one page
- ☐ Transcript of Marks (recommended)
- ☐ Marks Release Statement (page 8)
- ☐ Letter of Support – school administrator or counselor (see page 9)
- ☐ Letter of Recommendation – teacher in chosen field (see page 10)
- ☐ Evidence of Superior Achievement in specialty area –  
e.g. portfolio, DVD, Youtube video, descriptive photo album, log, PowerPoint, etc. (see pages 11-13)

FISA abides by the provisions of the Personal Information Protection Act. Information provided is used solely for adjudicating the District/Authority Scholarship. Information is shredded six years after submission of the information.  
(one year past the five year validity of the District/Authority Scholarship)

**DISTRICT/AUTHORITY SCHOLARSHIP, 2018-2019**  
**(Group 1, 2 and 4 Independent Schools)**  
**APPLICATION FORM**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Ministry PEN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Birthdate: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Postal Code: \_\_\_\_\_

day month year

Phone Number: \_\_\_\_\_

I am a: ☐ Canadian Citizen ☐ Permanent Resident

School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Telephone: \_\_\_\_\_

Name and position of District/Authority Scholarship Coordinator in your school:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Email: \_\_\_\_\_

**SPECIALTY AREA OF SUPERIOR ACHIEVEMENT** in school/community

Please check off only one Specialty Area **and list the specific area of focus:**

(See page 2 chart – e.g. Ceramics, Textiles, Choral Music, French, Computer Animation, Athletic Leadership etc.)

**Focus Area**

☐ Fine Arts (Visual Arts, Dance, Drama, Music, etc.) \_\_\_\_\_

☐ Applied Skills (Business Ed., Technology Ed., Home Economics etc.) \_\_\_\_\_

☐ Physical Activity (not limited to Physical Education) \_\_\_\_\_

☐ Second Languages \_\_\_\_\_

☐ Community Service (Volunteer Activity, local or global) \_\_\_\_\_

☐ Leadership (leading/organizing/coordinating, local or global) \_\_\_\_\_

☐ Technical Trades and Training \_\_\_\_\_

☐ Indigenous Languages and Culture \_\_\_\_\_

**2019 POST SECONDARY PLANS**

Are you planning on attending Post-Secondary next year? ☐ Yes ☐ No

If so, which post-secondary institution? \_\_\_\_\_ Program? \_\_\_\_\_

**School/Community Courses** taken related to your specialty area during Grades 10, 11 and 12

1.
2.
3.
4.
5.
6.
7.
8.

**AWARDS:** List any awards, certificates or competitions connected to your specialty area that you have received or been involved in during Grades 10, 11 and 12. Start with your most recent.

1.
2.
3.
4.
5.
6.
7.
8.

**SCHOOL ACTIVITIES:** list the school activities in which you have been involved during Grades 10, 11 and 12 in your specialty area, including the position held. Start with your most recent involvement.

1.
2.
3.
4.
5.
6.
7.
8.

**COMMUNITY ACTIVITIES:** list the community activities in which you have been involved in during Grades 10, 11 and 12 in your specialty area, including the position held. Start with your most recent involvement.

1.
2.
3.
4.
5.
6.
7.
8.

## MARKS RELEASE STATEMENT

I hereby give my permission for my grade 12 results to be released, in confidence, by the Ministry of Education to the FISA District/Authority Scholarship Awards Committee.

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*Signature of Applicant*

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*Date*

FISA abides by the provisions of the Personal Information Protection Act. Information provided is used solely for adjudicating the District/Authority Scholarship. Information is shredded six years after submission of the information (one year past the five year validity of the District/Authority Scholarship).



**LETTER OF SUPPORT**  
**FROM SCHOOL ADMINISTRATOR OR COUNSELOR**

**To be completed by applicant**

**Applicant's Name:** \_\_\_\_\_

**Chosen Field of Excellence:** \_\_\_\_\_

**To be completed by School Administrator or Counselor**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Group** (please circle):     **1**     **2**     **4**

**Applicant's PEN:** \_\_\_\_\_

**The applicant is a** (please circle):     **Canadian citizen**     **Permanent resident**

**The applicant should meet B.C. Ministry of Education requirement by June:**     **Yes**     **No**

**Please evaluate the following as demonstrated by the applicant:**

<b>Characteristics</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Attitude				
Co-operation				
Motivation				
Work habits				
Punctuality				
Respect towards others				

**Additional Comments** (optional): \_\_\_\_\_

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☐ **I support this applicant as a District/Authority Scholarship candidate.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This letter of support must accompany the application**

***Please give to the Sponsoring Teacher/Coach etc.***

*(Remember, to get a letter of recommendation from someone other than a teacher, you need to get permission from your school counselor.)*

**LETTER OF RECOMMENDATION  
FROM SPECIALTY AREA TEACHER/COACH etc.**

**To include:**

1. Name of Specialty Area Teacher/Coach etc.
2. Name of Applicant
3. Applicant's chosen field of excellence
4. Information regarding:
  - the applicant's ability and achievements within and beyond classroom assignments and expectations in the chosen career field
  - the indicators that the applicant's work in this field can be considered superior
  - the applicants attitude, cooperation, motivation, work habits and punctuality
5. A description of any specific projects or endeavours that would support your assessment

**Note:** Specialty area teachers writing letters for more than one student may want to, in their letters, rank students in comparison with the other students for whom they are writing letters.

## **EVIDENCE / PRESENTATION REQUIREMENTS** (this is not an exhaustive list)

**DVD Requirements:** Students submitting a DVD as part of their portfolio must do so in standard PC DVD format which must be playable in a standard DVD player or PC.

**Power Point Requirement:** Students submitting a Power Point must ensure that it is playable on a PC.

### **1. Accounting/Business Studies/Drafting/Technology**

Accounting, Business Education, Drafting and Technology courses lend themselves to creative project opportunities. Students are to submit evidence of a major project in the form of a video, computer disk, drafting blueprint and/or pictorial portfolio. Applicants are to provide journal entries that detail their challenges and successes. They should also provide evidence how the project exceeds course requirements. **Note:** Pictorial portfolios/videos have been successfully used by students to document their involvement in the construction of homes, and/or rebuilding and restoration of automobiles.

### **2. Business Computer Applications / Business Information Management**

Applicants should submit evidence of a major business project utilizing some aspect of modern computer technology. This should include (but is not limited to) a project manual detailing each of the different aspects of the project, a précis describing how the project exceeds course requirements. Examples of a major project could include an on-line purchase control system, an inventory management database, an accounting system or a policies and procedures manual.

### **3. Community Service (Volunteering, local and global)**

Applicants should provide evidence that they have a high level of dedication to service/volunteering in a variety of areas or long-term service/volunteering in one particular area, and that the student has made a difference in his or her community. Evidence must show superior participation and service skills and a commitment to the organizations served. Evidence of service/volunteering skills should include (but is not limited to) photos, descriptions of volunteer projects/events and roles assumed during these projects, any certificates received, flyer or poster samples, sample letters of reference, memorabilia, self-evaluations, and/or videos. Lastly, the applicant must be able to articulate their service/volunteering philosophy and/or principles.

### **4. Computer Programming**

Applicants should submit evidence of a major project in any commonly used programming language. This should include (but is not limited to) the documented source code either on print or electronic media, an executable file when appropriate, a précis detailing all of the different aspects of the project as well as how it exceeds course requirements. Examples of a major project could include games, business applications, and applications of advanced data structures or an in-depth analysis of an esoteric programming language. Please note that HTML is not a programming language.

### **5. Dance**

Students may include two selections that best demonstrate their dance abilities and their mastery of dance performance. Suggested styles could include but are not limited to Ballet, Modern Theatre, Jazz, Lyrical, Contemporary, Modern, Ballroom, Latin, Irish/Scottish/Ethnic, Hip Hop (or other street and related styles). Students are encouraged to consult their sponsor teachers for assistance with the selection of pieces appropriate to their talents and to provide some critical assistance with regard to presentation.

### **6. Film / Video Category**

Students will be required to submit one main project that they will have begun and completed during their Grade 12 year. Along with their finished product (should be in DVD format – test before submitting), students need to include the following:

- (a) a detailed written description of the *main* project being submitted (project should be substantial in both length as well as complexity – but no longer than 10 minutes) and would consequently entail a substantial number of ‘working’ hours (minimum 50 hours)
- (b) a list of higher-level skills and problem-solving techniques used in completing the project
- (c) evidence of pre-production work and filming / editing process that went into the project (i.e. journal, preliminary sketches / brainstorming ideas, photos, shot list / storyboard, etc.) (continued....)

- (d) a self-evaluation of the finished project, including reasons for the best/favorite part of the project as well as what was learned from the entire process (including what you might do differently next time).

## **7. Food Studies**

Applicants should submit evidence of a major project in food studies. This should include (but is not limited to) evidence of:

- Adaptation of ingredients and methods to create original recipes
- Presentation skills
- A variety of cooking methods
- Preparation of a multi-course, nutritious meal
- Cost and nutritional analysis

## **8. Information and Communications Technology**

Applicants should submit evidence of a major project in one of the branches of ICT such as database design, networking, web page design using XML or some combination thereof. This should include (but is not limited to) a project manual detailing each of the different aspects of the project, a précis describing how the project exceeds course requirements. Examples of a major project could include an on-line purchase control system, an inventory management data base or a distributed network.

## **9. ICT: Digital Media**

A portfolio of 8 original works. For each work include notes describing the design process with sketches or examples to show process. Also include a description with each detailing the creative and compositional features of your artwork and the digital techniques used. Original source images should be included.

## **10. Leadership (local and global)**

- Students must show superior leadership skills in a variety of areas.
- Students must show a commitment to and involvement with leadership opportunities, both inside and outside the school environment.
- Students must submit evidence of school involvement, such as the organization and implementation of various school events. Examples of leadership events may be fundraisers, school celebrations, and/or school spirit events. Students must be involved at an organizational and key level in these projects.
- Students must also submit evidence of leadership outside of the school environment. Leadership outside of the school environment may include community and/or missions service opportunities.
- Evidence of superior leadership skills should include (but is not limited to) photos, descriptions of leadership projects/events and roles assumed during these projects, any certificates received, flyer or poster samples, sample letters of reference, memorabilia, self-evaluations, and/or videos.
- Students are asked to reflect on the different leadership skills they have developed as a result of leadership involvement. For example, students may comment on such skills as communication, conflict resolution, teamwork, organization, and diligence, as they relate to the specific leadership projects with which they have been involved.

## **11. Music, Musical Theatre, Drama**

Presentation of two contrasting pieces. Sponsor teachers are encouraged to assist students with the selection of pieces appropriate to their talents and provide some critical assistance with regard to presentation. Examples might include:

- a) Drama: Modern versus Shakespeare  
Comedy versus Tragedy
- b) Music: Baroque versus Romantic  
Traditional Jazz versus Folk
- c) Musical Theatre: Selection of pieces should be made to bring out BOTH the applicant's singing and acting ability.

## 12. Physical Activity: Advanced Performance

Applicants should submit evidence of superior commitment in athletics and/or recreation within the school and local community. Applicants must provide documentation of participation and awards received. This should include (but is not limited to) photos, pictorial albums, certificates, flyers, posters, sample letters of reference, memorabilia, evaluations, self-evaluations and videos. Athletes are asked to reflect on how commitment, organization, training and teamwork have allowed them to compete and participate at a high level of Physical Activity.

## 13. Physical Activity: Sports Leadership

Applicants should provide evidence of how they have advanced quality physical activity and/or health education programs in their school or community. Descriptions of the project or event and the key leadership role or participation played in the execution of the activity should drive the portfolio presentation. As well, the applicants may demonstrate how they have advocated for better health (emotional and/or physical) through the events they led, who benefitted, and how. The applicant may want to reflect on (but is not limited to) the sustainability and impact of the events, such as the link between physical activity and healthy lifestyles, the link between physical activity and a positive community, the possible physical literacy gained, the importance of fun and fair play, or the reasons why it is important to get more individuals participating in physical activities today. Activities such as coaching, officiating, and volunteering may be included in this category.

## 14. Second Languages

Applicants should submit evidence revealing language expertise (e.g. creative writing pieces, short stories, documentaries, interviews, novels and/or drama script) and/or evidence of practical application (e.g. participation in an exchange program or summer language program).

Potential applicants should note that if it is difficult to determine whether or not that language classifies as "second," then the District/Authority Scholarship Selection Committee reserves the right to deny the application.

## 15. Studio Arts

A portfolio of 8 original works made up as follows:

- a) 4 works should represent one major concentration.
- b) 2 minor areas of exploration should be represented with 2 works in each.

*\* All 8 submitted works must be clearly labeled as a **concentration work** or **exploration work**. For portfolio presentation please mat all 2-D artwork, excluding canvases; professional framing is discouraged.*

A sketch book must also be submitted to show exploration and investigation. The sketch book needs to show evidence of visual problem solving for a majority of the works in the submitted portfolio; thus, the sketchbook must be clearly linked to the submitted portfolio. In addition, the sketchbook must show that the artist is using it on a regular basis. Also include journaling or an artist's statement for each artwork.

## 16. Textiles

A portfolio of six pieces showing evidence of the following:

- i. Use of a variety of fabrics.
- ii. Quality of finish and fit.
- iii. Use of a variety of advanced sewing techniques.
- iv. Creativity in adapting patterns to suit individual needs.

With documentation of the following:

- i. Record of research, planning and pattern adaptation
- ii. Cost analysis
- iii. Fabric Samples
- iv. Photographs and/or sketches of work and finished garments

## 17. Visual Arts: Photography

A portfolio of 20 original photographs using a variety of subject matter. For each work include notes describing technical details such as aperture, ISO, shutter speed, etc. Also include a description of the creative and

compositional features of the photograph. Minor digital adjustments may be made but these should be described and the original photo should be included.