



Saskatchewan 4-H Council

Scholarship Application Package

2014

Dear applicant,

Please read all tips and guidelines before filling out any 4-H Saskatchewan applications. Every year applications are disqualified because they are incomplete and/or don't meet the guidelines. It is important that you read the tips and guidelines along with the application well in advance of the deadline so you can properly prepare your application.

Here is a list of helpful tips that that will help you in preparing a successful application.

- ☘ Know and understand what is expected from you in terms of signatures, application deadlines, purpose of the trip, etc. There are some specific instructions and if they are not followed, applications are disqualified.
- ☘ If you are writing an essay or a response, do the proper research and cite your sources.
- ☘ Make a rough copy of your application.
- ☘ Don't fill out your application form at the last minute.
- ☘ Be honest and sincere about your application.
- ☘ Be clear, to the point and non-redundant. This helps the marker pass through your application quickly and effortlessly. The easier it is for the marker to understand, the better.
- ☘ Have a teacher or someone with exceptional grammar skills look over your application for flow and correctness. If they know you personally, they may be able to help you add more in areas you overlooked.
- ☘ Look your final application over twice, three times, four times.
- ☘ Community service and volunteering are assets so don't be afraid to mention your involvement.
- ☘ If there are blank spots on a form it's a good indication there is room for improvement. Try becoming more involved in these areas to eliminate blanks.
- ☘ As a 4-H member start participating in more activities. This will help you make new friends, learn new things, gain experience and provide involvement in club, district, regional and provincial events which will increase your mark and chances of being selected.
- ☘ Select a reference that knows you well and can give positive personal testimony to your character. An exceptional reference letter should highlight the points about you that are deemed critical in being selected. These can be found throughout the application and make sure you explain to your reference what you are applying for.

If you are applying for scholarships, please see the *4-H Scholarships Application Guidelines* for additional information. These tips also apply to travel applications; make sure you read through the application carefully for addition information.

If you have any questions about applications or the requirements, do not hesitate to contact the Provincial 4-H Office at 306-933-7727 or by email at info@4-h.sk.ca. You can also contact your Regional 4-H Specialist, or Kelsey Dust at 306-933-6723 or Kelsey@4-h.sk.ca .



4-H Scholarships Application Guidelines - 2014

- **Eligibility** – You must be, or have been a Saskatchewan 4-H member. Other criteria, such as number of years of membership, post-secondary education program, entrance or open awards and essay requirements vary according to the award and sponsor. Please check each award you are applying for.
- **Complete** – Hand-written or printed applications are acceptable. Please use a dark coloured pen and single sided pages. Your application must be completed using the application form provided. **Do not develop your own format.** If you prefer to complete your application using a computer, follow the same format and questions as the original application. Your application must have three letters of reference from a variety of people (school principal or teacher, 4-H leader, adult volunteer or community leader). Avoid using three teachers, three 4-H leaders, etc. **Please ensure they date and sign their letters of references.** Certified transcripts of marks can be obtained from your present school or the Department of Education. Please ensure that you have a transcript of your **most recent** marks. Staple the completed application and all related materials together. Photocopies are acceptable. Submit **only one** application indicating which scholarship(s) you are applying for. **Incomplete and/or late scholarship applications WILL NOT BE CONSIDERED. Be sure to call the office to confirm your scholarship application was received and is complete!** It is always a good idea to copy the application, complete it and use it as a guide to complete the final one. This helps to avoid mistakes, omissions, spelling errors, etc.
- **Announcements** – Scholarship applications may be released in part or its entirety to media and sponsors for award announcements and publication. Your signed permission is required and included in the application.
- **Notifications and Receipt** – Award winners will be notified by letter from the Saskatchewan 4-H Provincial Office. **Winners will be required to submit proof of enrollment in the stated program prior to release of the award.**

Completing the Application

The following sections are numbered to correspond with the application form.

- A. **GENERAL INFORMATION:** Use your permanent address and include the personal information requested. Please ensure your full legal name is on the application.
- B. **EDUCATION AND CAREER INFORMATION**
 - Supply your present grade or year of course if currently in a secondary program.
 - State the university, college or institution and the program you are planning to attend.
 - Explain your career plans: What research have you done or experience do you have that leads you to believe that this course of study will lead you to a career you will find satisfying? Where do you see yourself upon completion of the course? In what areas of your chosen field do you plan to seek employment? Where do you expect your career to be 5 – 10 years after completion of the course?

C. 4-H INVOLVEMENT

- Complete your 4-H and club history. List all projects you completed. Be sure to indicate if you have taken the Junior Leader project.
- List all club positions you have held from executive to committees. List any special club achievements such as Grand Aggregate.
- List 4-H club activities you have participated in such as public speaking, curling, clinics, workshops, demonstrations, fundraising, delegate to district council, etc.
- List 4-H activities and positions at district level: district council meetings, district events, rallies, workshops, committees, district public speaking, curling, delegate to annual meeting, etc.
- List 4-H activities and positions at regional level: organizing committees, meetings, programs and events, regional member events, regional public speaking, camping, curling, ski day, etc.
- List 4-H activities and positions at provincial level: District delegate or visitor to 4-H Annual General meeting, Advisory Council Member/18 year old Member Delegate to Board of Directors, 4-H summer camping programs, travel ambassador, provincial committees, provincial public speaking, curling, etc. List events even if you did not compete but were on the organizing committee, MC or sub-committee.
- Make sure to note if you have used 4-H as a high school credit. Include the year and what you did to achieve credit.
- List your 4-H involvement at each level starting with the present year and continuing backwards to your early years in 4-H.

D. EXTRA CURRICULAR INVOLVEMENT

- List any school activities, sports, SRC, committees, clubs, etc.
- List any community involvement, interests or hobbies
- List any jobs, part-time to occasional
- List any organizations or associations you are a member of locally or provincially

- E. FINANCIAL NEED: Complete the estimated expenses and financing charts using dollar values. It is important to take some time and research the associated costs. Be realistic in your projections. What will your tuition be? Accommodations, meals, entertainment, etc. If you are planning to work part-time, include the wages you will be earning. If you have applied or will apply for a scholarship or student loan, include the amount you have applied for and can reasonably expect.

To give the most accurate description of your financial situation, please identify which awards and loans you have successfully been approved for, and which monies you are hoping to secure. You should note that **the total Estimated Annual Expenses and the total for Method of financing should be equal.**

If you are having trouble gathering the information to calculate what your expenses for the year will be, there are a number of sources of information. You can contact the educational institution for program costs. A good way to determine the average utility and transportation costs, cost of groceries, etc., is to speak to someone who is already involved in a post-secondary course of study. You may have a friend or older sibling who has already experienced this “first year at school” and has a good idea of what is in store for you.

- F. ADDITIONAL INFORMATION: Provide any information that would be helpful to the Selection Committee that was not included elsewhere. Be sure to have highlighted all different aspects of your life; do not focus only on academic success or only on 4-H involvement. Weight is given to each different category when considering applications, those individuals who show accomplishment in all areas will score higher than those who only provide their 4-H experience. Do you have any special needs or family situations that are pertinent? Any special instructions – will your reference letters or transcript be forwarded separately?

ESSAY: If required. Make sure it is complete, single-sided, easy to read and dark enough to copy. Content, sentence structure, grammar, spelling and organization are all considered. Hand-written, printed or typed essays are acceptable. Please use dark coloured ink.

- G. LETTERS OF REFERENCE: Include the names, occupations and relationship to the applicant of the three people you have asked for letters of reference. Letters of reference **must be signed and dated**.

As previously mentioned, a variety of sources for your reference letters is important. This provides an opportunity to highlight different strengths and achievements you have developed or earned in the various aspects of your life: school, community and 4-H experience. The people that you choose to write a reference for you may remember to mention a particular accomplishment or strength of yours that you have forgotten about or are too modest to mention yourself. Make sure you remind your references that they should include all relevant information and not to just state that you were a part of a certain organization for two years, make sure they say what you did while you were involved in that organization. Include committees, tasks, roles and other achievements within that organization.

If your references prefer to mail the letters directly to Saskatchewan 4-H, make sure they have the correct mailing address and deadline. It is your responsibility to ensure the letters arrive on time. Again, **remind them letters must be signed and dated (electronic signatures are acceptable)**. If your application is missing components, it will be considered incomplete. Make sure you follow up with your references!

- H. DECLARATION OF APPLICANT

Sign and date the application. Also, remember to have your parent/guardian sign and date the application accordingly. A signature from your 4-H general or project leader is required. If your 4-H leader has provided a reference for you, make sure they sign the application as well. If you are presently not a 4-H member, or for other reasons were not able to have your general leader or project leader sign your application, contact the 4-H office at (306) 933-7727. **Three signatures are required in order for this application to be considered complete.**

Scholarship applications may be released in part or entirety for promotional purposes to media and 4-H sponsors for award announcements and publication. Your signed permission is required and must be included in the application.



Saskatchewan

4-H Scholarship Application Form - 2014

Name of Applicant: _____

Please submit **ONE** application and indicate by checking off the appropriate boxes, which scholarships you are applying for – you may apply for as many as you are eligible for. Take careful note of the additional requirements of each of the different scholarships listed below:

Note: The successful candidate must submit verification of full-time registration and payment of tuition and/or books at a post-secondary institute.

BAYER CROPSCIENCE SCHOLARSHIP

This \$500 scholarship, provided by **Bayer CropScience** is a University of Saskatchewan **entrance** Scholarship for Saskatchewan 4-H members **entering the College of Agriculture in a degree or diploma course.**

This scholarship will be awarded on the basis of Saskatchewan 4-H and community involvement, goals, ambitions and scholastic ability. **The award must be used in the year awarded.** Applicants must have been registered in Saskatchewan 4-H for at least two (2) years and have been registered as a Saskatchewan 4-H member within the last two (2) years.

THE HECTOR LOVERIDGE MEMORIAL SCHOLARSHIP

A scholarship of approximately \$1,000 (**pending funds available through the endowment**) which is provided by the **family of Hector Loveridge**, held by the Saskatoon Community Foundation, is a **University of Saskatchewan entrance Scholarship for students entering the College of Agriculture in a degree or diploma course.**

Applicants shall have a solid academic record, but need not necessarily be the top student. Students should be well rounded through involvement in school and/or community activities. Where candidates are ascertained equally, preference will be given to applicants who are, or have been 4-H members.

POTASH CORPORATION OF SASKATCHEWAN SCHOLARSHIP

Four (4) scholarships valued at \$750 each have been established by the **Potash Corporation of Saskatchewan**. These scholarships are available to 4-H members **entering a degree program at the University of Saskatchewan, or the University of Regina.** Applicants must have been registered Saskatchewan 4-H members for at least two (2) years.

These awards will be based on academic standing, letters of recommendation, community service, the candidate's activities and demonstrated leadership skills as a Saskatchewan 4-H member.

Name of Applicant: _____

THE WESTERN PRODUCER SCHOLARSHIP

This \$1,000 scholarship has been established by *The Western Producer*. It is available to 4-H members **entering a diploma or degree program related to agriculture, agribusiness or the rural economy of Saskatchewan**. Applicants must have been registered Saskatchewan 4-H members for at least three (3) years and have been a registered Saskatchewan 4-H member within the last two (2) years. Applicants must be finishing Grade 12 and must be a Canadian citizen or a permanent resident. Funds must be used within two (2) years of the award for tuition, books and/or lodging.

Preference will be given to applicants who come from a farm and have parents that make the majority of their income from farming. This award will be based on academic history, community involvement, goals and ambition, as well as their direct involvement and experience within Saskatchewan 4-H.

Reside on: _____ Farm _____ Acreage _____ Town _____ City

Parents Occupation: Mother _____ Full time _____ Part time _____

Father _____ Full time _____ Part time _____

BUTLER BYERS HAIL INSURANCE SCHOLARSHIP

Two (2) scholarships valued at \$500 each is provided by *Butler Byers Hail Insurance* based out of Saskatoon. These scholarships are available to 4-H members **entering any degree/diploma/certificate program. It can be used at a University or any other post secondary institution**. Applicants must be a registered Saskatchewan 4-H member for the last two years and must be a Canadian Citizen. Funds may be used for tuition, books or lodging. These awards must be used in the year awarded.

These scholarships are open to all 4-H members in Saskatchewan regardless of place of residence, and will be reviewed with heavy emphasis on people skills, leadership skills, goals and ambition with less emphasis on academic history.

THE WILLIAM (BILL) COOPER ENTREPRENEURSHIP SCHOLARSHIP

Three \$2,000 scholarships are available through the generosity and insight of *Mr. William (Bill) Cooper, P.Ag.* This scholarship represents Mr. Cooper's commitment to the areas of youth leadership and entrepreneurialism in the agricultural sector. It is open to Saskatchewan 4-H members **entering an entrepreneurial program or business initiative, who demonstrate exceptional enthusiasm and awareness of the entrepreneurial concept**.

Applicants must have been a registered Saskatchewan 4-H member for at least two (2) years and have been registered as a Saskatchewan 4-H member within the last five (5) years and must be a Canadian citizen. This scholarship will be based on the candidate's academic history, essay, resume, community involvement, background, goals and ambitions as well as Saskatchewan 4-H involvement and experience. *See next page for more details....*

Applicants must also submit:

1) A 500-word **Essay** on the topic “*Entrepreneurship in Saskatchewan*”; 2) **Two (2) letters of reference**; one from a high school teacher, and one from a 4-H leader outlining the candidate’s level of demonstrated entrepreneurship (**letters of reference from parents, guardians or relatives will not be accepted, even if they were the individual’s 4-H leader**). 3) A **resume** highlighting the applicant’s best subjects, student involvement, 4-H involvement, volunteer and community involvement, club or church activities and hobbies.

Forward the completed scholarship application form (attached) along with:

1. Three (3) letters of reference from a variety of individuals such as school principal or teacher, a 4-H leader, adult 4-H volunteer or community leader. (**Note: Letters of reference from parents, guardians or relatives will NOT be accepted even if they were your 4-H leader**). If applying for The William (Bill) Cooper Scholarship, please refer to #2 instead.
2. A certified statement of your most recent transcript from your school, college or Department of Education (photocopies are acceptable).

Send completed applications to the Saskatchewan 4-H Council, 3830 Thatcher Avenue, Saskatoon SK S7R 1A5. Applications must be post-marked by April 1, 2014.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!

A. GENERAL INFORMATION

1. Name of Applicant _____
2. Address _____ PC _____
Email _____ Ph# _____ Fax# _____
3. Date and Year of Birth _____

B. EDUCATION AND CAREER INFORMATION

1. What level of education are you presently enrolled in? _____
2. What post-secondary educational institution and specific program do you plan to attend?

What year will you start this program? _____

3. Have you applied for this course? Yes No
4. What are your long-range career and occupation plans?

C. 4-H INVOLVEMENT

1. Are you currently a 4-H member? Yes No
If yes, name of 4-H club _____ District # _____
If no, what was the last year you were a registered Saskatchewan 4-H member? _____
2. Number of years completed in Saskatchewan 4-H (including Cloverbud) _____
3. Projects taken (list project name and unit)

4. Previous achievements (include award trips and scholarships)

5. 4-H activities participated in and positions held at:

Club Level

District Level

3. Jobs held during summer vacations or after school (include volunteering)

4. Other community organizations in which you have been involved. Please describe your involvement.

E. FINANCIAL NEED

1. How do you plan to finance this year's education? Please explain.

2. **Estimated annual expenses**

Tuition Fees	\$	_____
Room & Board	\$	_____
Books	\$	_____
Travel	\$	_____
Personal & Other	\$	_____
TOTAL	\$	_____

Method of Financing

Personal Savings	\$	_____
From parent/guardian	\$	_____
Scholarships, bursaries applied for	\$	_____
Scholarships, bursaries received	\$	_____
Loans (anticipated <u>and</u> applied for)	\$	_____
Other sources _____	\$	_____
TOTAL	\$	=====

F. ADDITIONAL INFORMATION

Please provide any additional information that might prove helpful to the Selection Committee

G. LETTERS OF REFERENCE

Please list the people you will be using as references, and attach their letters to this application:

1. Name _____
Occupation _____
Relationship to applicant _____
2. Name _____
Occupation _____
Relationship to applicant _____
3. Name _____
Occupation _____
Relationship to applicant _____

H. DECLARATION OF APPLICANT

You must have all three signatures in order for your application to be considered complete.

I declare that, to the best of my knowledge, all information contained in this application is true and correct.

I give my permission to use some or all of the information contained in this application and any supporting documents for promotional purposes and award announcements, 4-H or sponsor publications.

DATE

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE

SIGNATURE OF 4-H LEADER

Include all letters of reference & transcripts with this application form and any other documents required for scholarships being applied for.

Note: Remember to check your application carefully before sending. A missing date, or signature on your form or reference letter will result in an incomplete application. Electronically scanned signatures are acceptable. Thank you!

Checklist:

- 3 Letters of References – **all signed and dated**. Signatures may be electronically signed.
- Transcripts are included
- Application is complete
- A hard copy is to be mailed to the office. All applications must be postmarked by the deadline date, April 1, 2014.
- Call the office to confirm that your application has been received and is complete.