

## Scholarship Application Help Form and FAQ

Hello, and welcome to the **Future ACES Scholarship Writing Assistant / FAQ!**

The first thing you need to know about the people that work with *Future Aces* is that we genuinely want to help you succeed. The teams of committee members that read and review your applications take it very seriously, and always have a very difficult time in selecting the final winners. Please be sure to read the instructions carefully and speak with your guidance department or adult supervisor to satisfy your questions. If additional clarification is necessary, you may contact our Administrative Officer at [scholarships@futureaces.org](mailto:scholarships@futureaces.org) or phone 905-947-9131 x0.

### About the Scholarship:

- Successful applicants will have demonstrated their contribution to society by having exhibited good citizenship through extensive volunteerism, community service or character-building initiatives and by participating in humanitarian causes (**minimum 350 hours**).
- Applicants must be graduating from secondary school or CEGEP and intending to pursue a post-secondary school education.
- Applicants must be Canadian Residents between the ages of 16-24.
  - Applicants *can* pursue post-secondary education in a non-Canadian institution.
- Availability of scholarships is based upon the number and type of donations received prior to the application deadline of January 15<sup>th</sup> (Usually 20 -30 recipients chosen each year).
  - N.B. 2014 has a dedicated scholarship for a student pursuing the Fine Arts
- The minimum amount of the scholarship is \$1,000.
- There will also be five (5) non-monetary Citizenship Awards offered.
- Applications should be sent in no *earlier* than December 1<sup>st</sup>.

*This Writing Assistant is broken down into sections based on the format we use to evaluate your application.*

### About the ONLINE APPLICATION FORM:

- Go to our website [www.futureaces.org](http://www.futureaces.org) for the application form in the Scholarship section under "*Applications*".
- The tables will automatically expand to include all your information.
- Eliminate spaces at the end where applicable (save trees!).
- Try to stay within the page range indicated except if you need to add additional information for Exhibit E.

### Exhibit A1 - Contact Information:

- Include all of your contact information on your cover page.
- The contact information must be on the **first** page so that we can easily record it in our data base.
- Our Scholarship Administrator would appreciate you typing your name in the upper left-hand corner of the header on the title page for filing purposes.
- Double-check all your information, especially your email address, *so that we can reach you.*

### Exhibit A2 – Career Objectives:

- Find your field and type in which career/profession/trade you are interested in pursuing.
- If you have multiple interests, give us your **top three** in order of preference  
i.e. number them 1, 2, 3.
- Please see the end of this FAQ for more examples of careers, or contact our office if you are not sure which field applies to your choice.

### Exhibit B - Goals and Aspirations:

- You have **150 words** to distinguish yourself. Make *every one* count!
- We really do care about what your goals are. This is our first impression of you, captivate us!

### Exhibit C - University Selection:

- Tell us why you want to attend a certain University/College/Faculty/Training Course.
  - Is it where your parents went for their degree? (Alumni scholarship opportunities).
  - Is it close to home?
  - Is it *the* place to be to get the best education in your chosen field?

### Exhibit D - How you have applied Future Aces Qualities:

- Choose one experience **only**.
- Review the *Future Aces Creed* and show how you have demonstrated one or more of these attributes in a project or cause that benefited others.
- Tell how you have *applied* your talents to improve your school, community or society.
- Use fewer than **250 words** to explain your story.

### Exhibit E - Your Volunteer Service:

- Fill in each portion of the chart under the headings marked 1 - 5.
  - Give one brief sentence explaining the group, your position or contribution if it is not obvious, especially if it's an exclusively provincial or local organization.
  - Please be ready to provide the contact information for your supervisor (name / phone no. / email address), this is especially important for large volunteer experiences so we can contact them if we have questions.
- 1) Only include volunteer experiences that give you a **SCHOOL CREDIT**.
    - i.e. Co-op placement, leadership course, peer tutoring course, etc.
  - 2) Only include volunteer experiences in school with **NO** school credit.
    - i.e. Student Council, Amnesty International Club, Leadership/Environmental Club, etc.
  - 3) Only include volunteer experiences in the **COMMUNITY**.
    - i.e. Hospital, museums, Terry Fox Run, Kids Help Phone, soup kitchens, refuge shelter, etc.
  - 4) Only include volunteer experiences which build character and/or school spirit.
    - i.e. School/organized sports teams, music, drama, School/Leadership Council, spirit club, etc.
    - Only hours for supervised training/practice and meets/tournaments/performances/events count.
  - 5) Only list **AWARDS** – DO NOT include photo copies of awards or articles.
    - Include **ALL** of your service **hours** for the last 4-5 years!
    - Use this formula on to calculate your hours: (e.g. 2hrs./wk X 30 wks/yr X 4 yrs. = 240 hrs. Total).
    - Make sure you add up the TOTAL. Please do not list just your hours per month/week. Committee members **will not** take the responsibility of figuring out your hours.
    - If you have more entries than the table allows, tab the last column to add another row.
    - Examples of activities which do not count: Work hours, hours spent learning how to play a sport (however meets, competitions & training with a coach for competitions do count typically under #4), your karate lessons (teaching karate to kids on a volunteer basis would count under #3).
    - Leadership camps, conferences and science fairs should fall under #3, #4 or #5 depending on the circumstances. Only count hours you were actually learning/participating (i.e. a 3-day conference does not count as 72 hours).
    - If your province/territory has a voluntary service requirement for your Secondary School Diploma, those hours *can* be included on your application.

- Be sure to indicate if you were an initiator, leader, or participant in a project/event.
  - Initiator includes: Founder, Creator, etc. (This does *not* include 'Founding Member', etc.)
  - Leader includes: President, Prime-Minister, Coach, Head Organizer, Director (of a production), Chairperson, Captain, Assistant Coach/Captain, Committee Leader/Head, Minister, Manager, Lead role, First chair, Executive member, Supervisor, etc.
  - Participant includes: Volunteer, Participant, Member, Teammate, Cast, Band member, Athlete, Associate, Delegate, Representative, etc.

#### Exhibit F – Financial Information:

- Self-explanatory, but here are a few tips:
  - (3) The total number of children supported by your parents/guardian **does** include your sibling in university half-way across the country ... it **does not** mean your 30 year-old brother who is working full-time and living at home.
  - (5) Do you have any children/dependants of your own? Please tell us how many (Pets don't count).
  - (6) Total household salary includes you (if you work), or your 30 year-old brother from the previous example. Please ensure your household income is highlighted! If two applicants are strong contenders for the scholarship and one does not have their income selected, we will choose the other applicant whose household income is identified.
  - (7) If you work, please give us the reason i.e. need to help by supporting the family because of ill parent or low income; trying to save up for college/university; gaining work experience; supporting yourself because you are unable to live with your family.
  - (8) If you have extenuating circumstances, please write a few sentences. This area is not a free license to write two pages expanding upon information already given within your application.

#### Exhibits G & H - Letters of Support:

- Glowing letters of recommendation can make the difference between being chosen and missing the cut.
- Please send only ONE school support letter and ONE community support letter (additional letters or materials will be removed at our discretion).
- Letters can be addressed to the Foundation or the Scholarship Committee.
- Write the Exhibit letter at the top of the support letter i.e. EXHIBIT G, EXHIBIT H.
- SCHOOL SUPPORT LETTER – is especially important
  - Must be written on **school letterhead**.
  - Choose the person who knows you best over the last three and a half years to give us the best insight into your amazing contributions (the letter should be written by a principal, teacher or guidance counselor).
  - If you have changed high schools, the letter can be written by someone from your previous school.
- COMMUNITY SUPPORT LETTER
  - If possible, should be written on letterhead.
  - If they are only writing a generic letter, do yourself a favour and find someone who will write you a personal letter that reflects your contribution.
- *Please make sure there are **FIVE (5)** of both letters – **one (1) original and four (4) copies**. We at Future ACES do **not** have the resources to photocopy the letters for you. Reference letters should be submitted in an envelope with five copies of the letter.*

## Exhibit I - Official Student Transcript:

- This actually does mean *Official Student Transcript*. The original transcript should be marked by the office when it is provided to you. ***One original and four copies please!*** Applications submitted without an original/stamped transcript may be disqualified. (*Note: Albertans may submit an original signed and stamped transcript from their school with four copies rather than ordering an official transcript from the Ministry of Education.*)

## A final word:

- Check over all of your information AND **check again**. Have your guidance counselor or staff advisor review it.
- Missing or misleading information will disqualify your application.
- EACH of the five (5) packages go to a different reader and should have:
  - (1) **all the correct information.**
  - (2) **be collated in the right order.**
  - (3) **be stapled in the top left corner.**
  - (4) **your name in the top left corner of the header on the first page.**
  - (5) **Exhibit A as the first page.**
  - (6) **check for spelling and grammatical errors.**
- All applications must be received in our office by email on or before **January 15<sup>th</sup>**, and post-marked no later than **January 15<sup>th</sup>**. **No exceptions**. Please submit your application early.
- If you require assistance or additional explanations on any of the exhibits, please email: [scholarships@futureaces.org](mailto:scholarships@futureaces.org), or phone at 905-947-9131.

*We wish you every success in your submission!*

SEE ADDITIONAL CAREER CHOICES ON THE NEXT PAGE.



## Career Choices – Examples for Exhibit A2

### Applied Technology

- Air Conditioning and Refrigeration
- Carpentry
- Electrician
- Engineering
- Mechanic
- Plumbing
- Tool and Die Makers

### Arts and Performance

- Acting for Film, Television, Theatre
- Author / Playwright
- Dancer
- Musician
- Theatre Production
- Visual Arts

### Business and Management

- Accounting
- Business Administration / Management
- Economics
- Financial Services
- Marketing

### Hospitality, Recreation and Tourism

- Culinary Arts
- Fitness and Health Promotion
- Food and Beverage Service
- Hotel and Restaurant Management
- Recreation and Leisure Services

### Information Technology

- Computer and Network Support Technician
- Computer Programmer
- Game Programming
- Graphic Design

### Community and Emergency Services

- Child and Youth Worker
- Developmental Services Worker
- Fire Fighters
- Law Enforcement
- Social Service Worker

### Education

- Early Childhood Educator
- Teacher

### Law

- Court and Tribunal Agent
- Law Clerk
- Lawyer
- Paralegal

### Medicine

- Dentist
- Doctor
- Optometrist
- Veterinarian

### Health Sciences

- Chiropractor
- Funeral Services
- Health Management
- Kinesiology
- Nursing
- Paramedic
- Personal Support Worker
- Pharmacy Technician
- Psychology/Psychiatry

### Media

- Advertising and Graphic Design
- Broadcast / Radio / Television
- Film and Television Production
- Journalism
- Package and Graphic Design

### Arts

- Cultural Studies
- History
- Humanities
- Social Science

### Sciences

- Physics
- Chemistry
- Environmental
- Biology