

BC TREFOIL GUILDS' EDUCATION GRANT INSTRUCTIONS AND HELPFUL HINTS

Only the current June 01 2011 application form will be accepted.

APPLICATION FORM

- Type your application using the interactive form on the BC Girl Guides website www.bc-girlguides.org/resources/bursaries-and-scholarships/. Handwritten applications will not be accepted. The set font size is Arial 11.
- Take your time, don't rush. Ensure **all** sections are completed. If any section does not apply to you please explain why (i.e. employment).
- Provide specific examples. You can only receive points for the information you include in your application. Use your space wisely.
- The selections committee may not be familiar with local and regional activities, camps and events that you participated in. You may need to provide a short explanation and/or define acronyms.

YOUR PERSONAL LETTER

- How do you see this course of study enriching your life or improving your employment opportunities?
- Explain your long term career goals, and how your course of study will help you achieve those goals.
- Indicate the role that Guiding has played in preparing you for your anticipated career.
- Explain how this course of study will help you to improve your community or give you and/or your family better quality of life.
- Work with a friend to ensure that your message comes across to your reader in the way you intended.
- Make a draft of your letter early and keep editing it until you are satisfied with it.
- Be creative – this is about YOU! Let your personality shine through.

BEFORE MAILING IN YOUR APPLICATION PACKAGE PLEASE CHECK THE FOLLOWING:

- Did you use the **current** year's application form?
- Did you proofread your application including spelling and grammar?
- Did you have someone proofread your application and offer feedback?
- Did you fill in the name, address and phone number of a commissioner to be contacted as a reference?
- Have you let her know we will be contacting her?
- Did you sign your application form?
- Points may be deducted for poor presentation.