



CANADA  
4-H Saskatchewan

# SCHOLARSHIP APPLICATION TIPS & TRICKS

2020-21  
Membership Year

***We've provided information to help you complete your application. These four pages are for information only and should not be included in your submitted application. Please read these tips and guidelines before beginning your application.***

Every year applications are disqualified because they are incomplete and/or don't meet the guidelines. We recommend reviewing the application well in advance of the deadline so you can properly prepare your application. Finding references and writing essays can take time. **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](mailto:info@4-h.sk.ca). You can also contact your Regional 4-H Specialist.

You must be, or have been, a Saskatchewan 4-H member for at least two years to qualify for 4-H Saskatchewan scholarships. Other criteria, such as number of years of membership, whether you need to be a current 4-H member, what post-secondary education program is eligible, and essay requirements vary according to the award and sponsor. Please check the eligibility requirements for each award you are applying for.

## **Here is a list of helpful tips that that will help you in preparing a successful application:**

- Start by building a 'resume' or list of your involvement and activities. This will help you complete your application, AND can also be given to your references to help them have a better understanding of all of your involvement in the 4-H program, your school and your community (beyond what they know personally).
- Use the PDF fillable version of the scholarship application form available on the 4-H website. Electronic signatures are acceptable. Your references can also complete the PDF fillable reference forms.
- Know and understand what is expected from you in terms of signatures, and additional attachments. There are some specific instructions and if they are not followed, applications are disqualified.
- Be honest and sincere about your application.
- If you are writing an essay or statement, do proper research and cite your sources.
- Make a rough copy of your application. When you're happy with the content, make your final copy. Look your final application over twice, three times, four times!
- Start early! Don't fill out your application form at the last minute.
- 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 in areas you have overlooked.
- Community service and volunteering are assets, so don't be afraid to mention your involvement.
- When describing your 4-H (or extra-curricular and community) involvement, don't just list items— try to describe how you were involved by including committee involvement, tasks, roles and other achievements within that organization (did you help to plan, organize or host an event? Did you hold a special position like club president, or team captain? Did you win an award for your involvement?)
- As a 4-H member, participate in as many activities as you can. Not only will this help you make new friends, learn new things, and gain experience, it will give you more involvement in club, district, regional and provincial events to include (which will increase your mark and chances of being selected).
- Select references that know you well and can give positive personal testimony to your character. An exceptional reference should highlight the points about you that are deemed critical in being selected. These can be found throughout the application. Make sure you explain to your reference what you are applying for, and when the deadline to submit their reference is. Make sure they sign and date their reference form!
- If submitting electronically, ensure you are sending a good quality PDF by using a mobile scanning app (there are many free ones available) or "print to PDF" on your computer.

Below are some of the qualities that your application will be assessed on. Please review our tips and guidelines for each item, and consider these when developing your application.

### COMPLETENESS

- Do not leave anything blank. If it doesn't apply, you can write n/a (short for not applicable). If you have blank areas, think hard about these areas as it's likely you have something to contribute to that area!
- 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.
- Hand-written or typed applications are acceptable. If hand-writing, please write legibly and clearly. 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.**
- Your application must have three reference forms. Each reference must sign and date their form. If these forms are missing signatures or dates, your application is considered incomplete.
- Certified transcripts of marks can be obtained from your high school or the Department of Education. Please ensure that you have a transcript of your **most recent Grade 12 or high school** marks (even if you are now studying in a post-secondary institute). **Only high school transcripts will be utilized in calculating the academic marks.** Staple the completed application and all related materials together. Photocopies are acceptable.
- **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!** Please Note: the new Holland Scholarship requires your transcripts be provided!

### REFERENCE FORMS:

- Include the names, relationship to the applicant, and contact information for the three people you have asked for to be references. **Reference forms must be signed and dated.** No reference can be a family member. **References from parents, guardians or relatives WILL NOT be accepted, even if they were your 4-H leader/coach, etc.**
- Use a variety of people as your references such as your school principal or teacher, 4-H leader, adult volunteer or community leader (avoid using three teachers, three 4-H leaders, etc). 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.
- 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. This should include what you did and accomplished while you were involved in that organization. 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.
- If your references prefer to mail the forms directly to Saskatchewan 4-H, make sure they have the correct mailing address and deadline. It is your responsibility to ensure the reference forms arrive on time. Make sure you follow up with your references!
- **Remind them that their form must be signed and dated (electronic signatures are acceptable).**

### 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 specific program you are planning to attend.
- Describe your career goals and ambitions?
  - 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?
  - 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? Why have you chosen this career path?
  - What will you learn in this course and how will it help you meet your career goals?

## **4-H INVOLVEMENT**

- Complete your 4-H and club history. List all projects you have completed. Be sure to indicate if you have taken any leadership projects (Junior Project Leader, Youth Leadership, Advancing Forward).
- 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. Most find it easiest to do this chronologically - starting with the present year and continuing backwards to your early years in 4-H.
- List 4-H club activities you have participated in such as public speaking, curling, clinics, workshops, demonstrations, fundraising, delegate to district council, etc. List all club positions you have held from executive to committees. List any special club achievements.
- List 4-H activities and positions at district level: club representative to district council meetings, district executives, have you attended or helped with hosting district events by participating on committees?
- List 4-H activities and positions at regional level: organizing committees, meetings, programs and events, regional member events, regional public speaking, judging, curling, ski day, etc.
- List 4-H activities and positions at provincial level: have you held positions such as the district delegate or visitor to 4-H Annual General meeting, Advisory Council Member/18 year old Member Delegate to Board of Directors? Have you attended Provincial 4-H events such as Summer Camp, Beef Symposium, 4-H Citizenship Day? Have you participated in or been involved with planning provincial judging, public speaking or curling? List these events even if you did not compete but were on the organizing committee, MC or sub-committee.
- List 4-H activities and positions at national or international level: have you attended a national 4-H event (Citizenship Congress, Member's Forum), participated in a Club-to-Club or Going Global exchange? Have you earned a scholarship or other award through 4-H Canada?

## **EXTRA CURRICULAR, WORK EXPERIENCE and COMMUNITY INVOLVEMENT**

- List any school activities, sports, student government, committees, clubs, etc. For each, try to describe any special roles or responsibilities you had, or special achievements or awards you received.
- List any community involvement, interests or hobbies. For each, try to describe any special roles or responsibilities you had, or special achievements or awards you received.
- List any work experience or volunteer experience that you have. Include the title of the position, what your responsibilities were, the dates of your employment, and what company/organization you worked for.
- List any organizations or associations you are a member of locally or provincially. For each, try to describe any special roles or responsibilities you had, or special achievements or awards you received.

## **ADDITIONAL INFORMATION:**

Provide any information that would be helpful to the Selections Committee that was not included elsewhere. Do you have any special needs or family situations that are pertinent? Any special instructions – will your reference letters or transcript be forwarded separately?

## **ESSAYS**

If required, make sure essays are complete, single-sided, easy to read and dark enough to photocopy. **Put the title on the top of the page, and the word count at the bottom.** Content, sentence structure, grammar, spelling and organization are all considered. Hand-written, printed or typed essays are acceptable. Please use dark coloured ink.

## **IF YOU ARE SELECTED FOR A SCHOLARSHIP:**

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. 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. Applicants must claim their award by November 1, or it will be forfeited.**

## Additional information for scholarship applications:

- *There is both a fillable PDF and an online form version to apply.*
- *For the fillable PDF:*
  - *You must submit ALL pages of “4-H Saskatchewan Scholarship Application”.* You do not need to submit any of the pages from this document or the Scholarship Eligibility Details document — these are for your information. This also applies to the Scholarship Eligibility Details document.
  - **Make sure to save the scholarship application to your computer and fill it out from there. Do NOT fill it out on the internet browser or it may not save properly and you will lose your information.**
- *For the online form:*
  - *You must complete the online form in one session. There is no time limit to completing it, but since you cannot save, this is the best way to complete it.*
  - *Read through the Scholarship Eligibility Details to make sure you have all the documents prepared before starting the online application.*
  - *Have all your essays ready before filling out the application as Microsoft Word or PDF attachments*
  - *Go through and double check all your work before submitting*
  - *Make sure to send the reference form to your references to fill out . You have the option of sending them the fillable PDF or the link to an online reference form.*
    - *The reference forms MUST be filled out and received by the 4-H office before the scholarship application deadline.*
- *You need to submit THREE Reference Forms.*
- *Don’t forget about the additional requirements:*
  - *Attach a photo of yourself to the application*
  - *Complete the “Rural/Farming Background” section, if required*
  - *Complete the “Financial Need” section, if required*
  - *If applying for Entrepreneurship Scholarship, a 500-word essay and a resume are required*
  - *If applying for the Gordon & Eileen Bonnor Award, a 500-word essay and a resume are required*
  - *If applying for the Holland Scholarship, send in your post-secondary transcripts. You must have an academic achievement in the program of at or above 2.0 GPA/70%/C*
  - *If applying for the Future Leader Scholarship, provide answers to all Leadership questions.*
  - *If applying for the Saskatchewan Cattlemen’s Award, include a 500-word beef industry statement.*
  - *If applying for the AGI Agriculture Scholarship, include a 250-500 “Career in Agriculture” statement*
- *Contact the 4-H Office if you have questions or need help*

## THANK YOU TO OUR SCHOLARSHIP SUPPORTERS!

*These scholarships are available thanks to the generosity of our scholarship supporters. Let them know you value their commitment to 4-H —if you meet representatives from any of these organizations, don’t forget to say thank you for supporting 4-H members in Saskatchewan!*



Before filling out the Scholarship Application, please make sure to also read through the Scholarship Eligibility Details document at [www.4-h.sk.ca/sk-scholarships](http://www.4-h.sk.ca/sk-scholarships), in order to help you understand how to the criteria for each scholarship before applying.