



CANADA  
4-H Saskatchewan

# SCHOLARSHIP APPLICATION TIPS & TRICKS

2022-2023  
Membership Year

For Information Only



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.

Every year applications are disqualified because they are incomplete and/or don't meet the guidelines. Please review the criteria 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**, please contact the Provincial 4-H Office at 306-933-7727 or by email at [programs@4-h.sk.ca](mailto:programs@4-h.sk.ca). You can also contact your Regional 4-H Specialist.

**Please check the eligibility requirements for each award you are applying for.** You must be, or have been, a 4-H Saskatchewan 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.

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

## BEFORE YOU START YOUR APPLICATION:

- 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).
- 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.
- 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.

## WHILE COMPLETING YOUR APPLICATION:

- Be honest and sincere.
- When writing an essay or statement, conduct proper research and cite your sources.
- Make a rough copy of your application. You should also ask someone with exceptional grammar to look over your application for flow, correctness, and to make sure you didn't overlook anything. When you're happy with the content, make your final copy.
- Be clear and to the point. This helps the marker assess the applications quickly and effortlessly.
- When describing your 4-H or extra-curricular involvement, don't just list items— try to describe how you were involved by including committee involvement, 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?)
- Select references that know you well and can give positive personal testimony to your character. A good reference should highlight the points about you that are deemed critical in being selected. Make sure you explain to your reference what you are applying for and when the deadline to submit their reference is.
- If submitting electronically, send a good quality PDF by using a mobile scanning app or "print to PDF" on your computer.

**Below are some of the qualities that your application will be assessed on. Please consider these when developing your application.**

### **COMPLETENESS**

- Don't leave anything blank. If it doesn't apply, you can write n/a .
- Hand-written or typed applications are accepted. If hand-writing, please write clearly, use dark coloured ink and single sided pages.
- Your application must be completed using the application form provided. **Do not make your own format.**
- Your application must have three reference forms. 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. Only high school transcripts will be utilized in calculating the academic marks.** Photocopies are acceptable.

### **REFERENCE FORMS:**

- Include the names, relationship to you, and contact information for your three references. **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, or community leader (avoid using three teachers, three 4-H leaders, etc). This will highlight different strengths and achievements you have developed or earned.
- Make sure your references include all relevant information, including what you 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 achievement or strength that you are too modest to mention yourself.
- If your references prefer to send the forms directly to 4-H Saskatchewan, make sure they have the correct mailing/email address and deadline. It is your responsibility to ensure the reference forms arrive on time.
- **Remind references that their form must be signed and dated (electronic signatures are acceptable if using the PDF fillable version).**

### **EDUCATION AND CAREER INFORMATION**

- State your present grade or course year if currently in a secondary program
- State the post-secondary 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 will lead you to a satisfying career?

### **4-H INVOLVEMENT**

- Complete your 4-H and club history. List all projects you have completed.
- 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. It is easiest to do this chronologically - start with the present year and continue backwards to your early years in 4-H.
- List 4-H club activities you have participated in such as public speaking, curling, clinics, workshops, fundraising, 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, and if 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: list positions held such as the district delegate or visitor to 4-H Annual General meeting, Advisory Council Member or Ambassador, attendance at Provincial 4-H events such as Summer Camp, Beef Symposium, or Science Day, and participation or planning of provincial judging, public speaking or curling.
- List 4-H activities and positions at national or international level: attendance at national 4-H events such as Citizenship Congress, Member's Forum, or scholarships or other awards earned through 4-H Canada.

## EXTRA CURRICULAR, WORK EXPERIENCE & COMMUNITY INVOLVEMENT

- List school activities, sports, student council, 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 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.

## FINAL REMINDERS:

- You must submit ALL pages of the “4-H Saskatchewan Scholarship Application”.
- Make sure to save the application to your computer and fill it out. Do NOT fill it out on an internet browser as it may not save properly.
- 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.

## 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. Handwritten, 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 December 31, or it will be forfeited.**

**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!**

## 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!