



## **Big Brothers Big Sisters of Guelph Scholarship Program**

### **Objective and Program Overview**

The purpose of the scholarship is to encourage and support students involved in a mentoring program with Big Brothers Big Sisters of Guelph, who are entering their first year of postsecondary education.

#### **A. Number, Value and Duration of the Scholarships**

In 2020, 4 scholarships will be offered.

- These scholarships are valued at \$2,500 CAD, entrance level, one-time gift

#### **B. Eligibility: An eligible applicant must be:**

- entering into full time studies in a first-year degree or first year diploma program or first year trades program at a recognized accredited institution
- Be a recently closed mentee (within the past 3 years) in any one of the following nationally recognized mentoring programs:
  - Big Brothers • Big Sisters • In School Mentoring • Big Bunch

#### **C. Field of Study/Program Requirements**

- There are no restrictions on the program of study or discipline.
- Accredited program

#### **D. Conditions/Restrictions**

- Students who will commence their post-secondary studies between September 2020 to August 2021
- Students may have taken time off between graduation from high school or CEGEP and commencement of their university or college studies; however, during this period students must not have undertaken any post-secondary courses.
- Students who have previously held a BBBSG Scholarship are not eligible to apply.
- Children of employees/board members of Big Brothers Big Sisters member agencies, Big Brothers Big Sisters of Canada are not eligible to apply.

#### **E. Administration**

Big Brothers Big Sisters of Guelph will administer the scholarship funding on behalf of the winning recipient.

Big Brothers Big Sisters of Guelph retains the right to change and/or end the sponsorship of the scholarship without notice.



## **F. Selection of Scholarship Recipients**

The Big Brothers Big Sisters Scholarship Program Selection Committee will select a minimum of 4 scholarship winners. The Selection Committee consists of representatives selected by BBBSG Executive Staff Team. All decisions are final.

Selection is based on each applicant's completed application, which must be accompanied with two essays, to a maximum of 250 words each.

Evaluation criteria:

- Community Involvement and Extra-Curricular Activities (i.e. volunteer activities with charities or community organizations, involvement in sports or clubs)
- Demonstrated Leadership Qualities
- Reference Letters (ensure at least one reference letter is from Volunteer Involvement and/or includes the specific BBBS program that the mentor/mentee is involved in)
- Preference will be given to applicants under the age of 20 (during that academic year) as of the application deadline
- Transcript of current grades

## **G. Successful Applicants**

Successful applicants will receive confirmation of their scholarship late August. Recipients will be required to complete the scholarship acceptance process and forward a proof of registration from the educational institution they will be attending. It is the responsibility of the recipient to keep Big Brothers Big Sisters of Guelph informed of any changes to their contact information through email communications.

Successful applicants should expect that their name and photograph may be used in promoting the scholarship or Big Brothers Big Sisters educational initiatives.

Responsibilities of Scholarship Recipients While in post-secondary school, recipients must:

- Be asked to attend a BBBSG event, 2020 Fall Recognition or Gala 2021
- Testimonial Video (2 minutes in duration)
- Promptly return all correspondence requested by Big Brothers Big Sisters by the stated deadline.
- Advise BBBSG of any changes in address and contact information

## **H. Payment**

- Scholarship payment will only be issued upon completion of the scholarship acceptance process/review and acceptance of all required supporting documentation.
- Big Brothers Big Sisters of Guelph will forward payment of the scholarship to the educational institution on behalf of winning recipient.



- It is the student's responsibility to ensure that payment of tuition fees is made within the defined time frame set by the educational institution regardless of the timing of the scholarship payment.
- Payment by the institution to the student will be made in accordance with the normal practice of the educational institution.

#### **I. Application Process**

1. Complete and submit application electronically to Jennifer.Tremaine@bigbrothersbigsisters.ca with attached reference letter, by May 31, 2020
2. Save an electronic copy of your application answers / reference letter
3. All applicants will be notified about receiving their application early June 2020

#### **J. Supporting Documents**

As part of this application, a reference letter as described below is required. If this document is not received and accepted, your application will be considered incomplete and will not be evaluated.

Letter(s) of Reference:

Three letters of reference are required to support your application. We recommend the letter come from a BBBS agency volunteer, community involvement and/or extracurricular activities. All letters must be dated, typewritten on letterhead, signed with an original non-electronic signature and include the reference's contact information. If possible, the person writing the letter of reference should describe their relationship to the applicant in the letter. Reference letters must be dated within one (1) year of the application and supporting document deadline.

To assist you in the preparation of this letter, please refer to the instructions for referees below.

#### **K. Contact**

Big Brothers Big Sisters of Guelph  
Jennifer Tremaine, Resource Development Specialist  
Telephone: 1-519-824-5154 ext. 230 or Jennifer.Tremaine@bigbrothersbigsisters.ca



## **Letters of Reference: Guidelines for Referees**

### **Undergraduate Awards**

You have been asked to write a letter of reference on behalf of a student applying for a scholarship administered through Big Brothers Big Sisters of Guelph. Writing a letter of reference takes time, and is greatly appreciated both by the applicant and by our selection committee. To assist you in the preparation of this letter, please refer to the scholarship program guidelines and to the information below.

### **Volunteer/community service and extracurricular activities reference letters**

If you are providing a reference letter related to volunteer/community service or extracurricular activities, please state the length of time and the capacity in which you know the applicant. Describe the applicant's role, their accomplishments and how their service has impacted the organization or community. In addition, please indicate if the applicant demonstrated exceptional leadership, extraordinary effort and ability to overcome adversity.

The letter should be given directly to the applicant so that it may be included with their application. Please ensure that the letter is typewritten on letterhead, is signed and includes your contact information. The applicant would appreciate a prompt response, in order to meet the application deadline.

Thank you very much for taking the time to support this applicant and contributing to a fair selection.