



<b>Policy/Procedure 6500</b>	<b>High School Scholarship</b>
<b>Form:</b> 6500F	<b>Responsibility:</b> Executive Director
	<b>Date of Approval:</b> May 20, 2009/May 15, 2013
<b>Basic Standards Review Section:</b> n/a	<b>Policy Updated and Printed on:</b> <b>This Policy Inactive on:</b> (write in date manually on inactive policy)
<b>Legislative Context:</b> n/a	# of Pages 2

### **Purpose**

The purpose of this policy is to assist in the recruiting and retaining of qualified staff for the human services sector that supports individuals with intellectual disabilities.

### **Scope**

This policy applies to all high school students attending High School in the communities of Wilkie, Landis, Unity and Biggar, Saskatchewan.

### **Policy Statement**

The agency is dedicated to the enhancement of services provided to individuals with intellectual disabilities by investing in possible future staff for this agency. Therefore the agency is pleased to offer up to four (4) scholarships valued at \$500 (five hundred) each for the high schools in Wilkie, Unity, Landis and Biggar, Saskatchewan.

### **Procedure**

1. In order for a student to qualify for the scholarship, the applicant must be currently in grade twelve and must have the intention to attend a government approved post secondary institution granting a certificate, diploma, or degree in a program related to practice in the Community/Human Services field. Programs in the Community/Human Services field will include the following categories:
  - Disability Support Worker Certificate
  - Therapeutic Recreation Diploma
  - Youth Worker Certificate/Diploma
  - Bachelor of Social Work
2. The student must attend the post secondary institution for the first term and be registered for the next term prior to the funds being released. The scholarship funds will be released to the student at the start of the second term upon receipt of confirmation of enrollment and payment made in full to the educational institution.
3. If the student wishes to take one year off prior to entering the approved educational institution, the funds will be held for one (1) year. The funds will be released to the student at the start of the second term upon receipt of confirmation of enrollment and payment made in full to the educational institution.

4. In the case of a student being put on a waiting list before they can enter their chosen career path, the agency will hold over funding for up to four (4) years. However, the agency makes it compulsory for the student to provide the agency with an update within two months of their two year anniversary of receiving the scholarship (graduation) to a maximum of four years providing recipient still intends to pursue a career in the Community/Humans Services.
5. To apply the applicant must submit a short essay (500 – 1,000 words) depicting why he/she has chosen their particular field of study to pursue and how the student believes their chosen field will assist the student to make a difference in the lives of individuals with intellectual/physical disabilities. The essay must include the cover page (Policy 6500F) attached to this policy.
6. Criteria that will be considered when choosing the winning applicant will be the quality of the student's essay, community involvement (volunteer hours) and grades. The scholarship will not necessarily be awarded to the student with the highest marks. Consideration will be given to a student showing definite promise, worthiness and a need for financial assistance when selecting the winner.
7. Deadline for applying for the scholarship is the first Friday of June of each year. The winning applicant will be chosen by the Board of Directors at their June Board of Directors meeting.

**Note:** If the selected student is to receive other scholarships, other students may be considered.

### **Related Procedures**

n/a

### **Board Approval**

_____ Reviewed By	_____ Title	_____ Date Reviewed
_____ Reviewed By	_____ Title	_____ Date Reviewed
_____ Reviewed By	_____ Title	_____ Date Reviewed
_____ Reviewed By	_____ Title	_____ Date Reviewed

***Prairie Branches Enterprises Inc.***  
***Scholarship Application Form***

Please Print

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father's Name (Guardian): \_\_\_\_\_

Occupation: \_\_\_\_\_

Mother's Name (Guardian): \_\_\_\_\_

Occupation: \_\_\_\_\_

I am enrolled in one of the following (please check one):

- ☐ Disability Support Worker Certificate
- ☐ Therapeutic Recreation Diploma
- ☐ Youth Worker Certificate/Diploma
- ☐ Bachelor of Social Work

Name of the Educational Institution: \_\_\_\_\_

Describe community volunteer work you have been involved with in the last two years.

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References: (Must not be relatives. One should be a teacher under whom the student has studied and two others from the community. All references should be contacted and approval received before names are used.) The references will be contacted in the case of a tie between applicants.

1. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_

### ***Have you attached?***

☐ Your high school transcripts that include your final mark for the first term and your mid term mark for your second term.

☐ Your essay.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### ***Approved by Parent or Guardian***

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

### **In Office Use**

Date Received: \_\_\_\_\_

Applicant has been approved: \_\_\_\_\_

Cheque to be issued by \_\_\_\_\_  
date

Executive Director Signature: \_\_\_\_\_