



Criteria for District/Authority Awards (Revised April 2017)

1. Students must fulfill graduation requirements by August 31st of their graduating year to be eligible for a District/Authority Award.
2. Students must be a Canadian citizen or Permanent Resident at the time of applying for the District/Authority Award Scholarship.
3. Students can receive **BOTH** a Grade 12 Graduation Program Examinations Scholarship and a District/Authority Award and can receive only one of each in their lifetime.
4. District/Authority Awards are awarded to selected students who demonstrate **EXCELLENCE** in one of the following specialty areas: Fine Arts (Creative Writing, Visual Arts including Media Arts, Performing Arts including Dance, Drama, and Music); Applied Skills (Business Education, Foods/Textiles, Information Communication Technology, Technology Education); Physical Activity (not limited to Physical Education); Indigenous Languages and Culture; International Languages; Community Service; Technical and Trades Training.
5. Students can apply in two areas if they wish but can only receive **one** District/Authority Award. If applying in two areas, students should spend the most time on their stronger area. They should apply in a second area only if they have time, so that they have one strong application instead of two weak ones. If their two specialty areas fit together, such as Visual Arts and Textiles, students could apply in their stronger area and include information and work samples from their second area.
6. Preference may be given to students who complete and achieve final marks of B or better in a **MINIMUM** of three courses in a specialty area **OR** two plus one course related to his/her specialty area at the Grade 10, 11, or 12 levels. Students applying in the Physical Activity specialty area may show proof of physical activities in the school and/or the community instead of coursework.
7. Students must include with the application: a letter to the Scholarship Awards Committee introducing themselves, summarizing achievements in their specialty area and describing future goals; at least two letters of reference in sealed envelopes from the specialty area teacher(s) and other references as applicable; a résumé highlighting the student's accomplishments in his/her specialty area; and a copy of their Ministry of Education Transcript Verification Report (dated May, available from their school office). Please highlight applicable specialty area courses on the transcript.
8. All students applying for District/Authority Awards must submit a portfolio to their school Scholarship Coordinator. The deadline for submission is set by the school Scholarship Committee.

Guidelines for District/Authority Award Portfolios for 2017

General Guidelines for Portfolios:

1. The portfolio is an opportunity for the student to provide evidence of their achievement and excellence in their specialty area.
2. A portfolio should contain a compilation of the student's achievements and be presented in a way which is visually appealing. Students should use their creativity to make their portfolios interesting and easy for the school scholarship committee to assess the achievements of the student in their specialty area
3. The portfolio will be a binder/booklet, or, in electronic format submitted via memory stick. Refer to preferences for each specialty area. Portfolios on memory sticks should be in an easily accessible file format such as Word, PowerPoint, jpg or Windows Media.
4. Students should annotate their portfolios. They should note their role in the assignment, why they have included that particular example in their portfolio, explain what they did and what was involved.

Applied Skills (Business Education, Foods/Textiles, Information Communications Technology, and Technology Education) Portfolios:

1. The portfolio will usually be a binder or booklet. In some areas, such as Business Education or Information Communications Technology, the portfolio could be in electronic format or a website.
2. Students should annotate their portfolio, noting their role in the assignment, why they have included that particular example in their portfolio, and explain what they did and what was involved.
3. In the Technology Education area, the portfolio should consist of pictures and/or a description of a project the student has completed. Letters of reference from the student's Technology Education teacher(s) and the résumé highlighting the student's accomplishments in his/her specialty area may be included as part of the portfolio instead of with the application. In the Technology Education area, the letters and résumé may provide the best demonstration of the student's work.

Creative Writing Portfolios:

1. Submit three pieces of short fiction and/or poetry.
2. At least one piece must be poetry or short fiction.
3. Submissions should be word-processed on one side of the paper only, double spaced and titled.

Performing Arts Portfolios:

1. Submit portfolios in electronic format for visual and audio performances. Videos should play easily and not require a specific computer program to be viewed.
2. Students should clearly identify themselves if they submit group numbers. Performances chosen should clearly feature the applicant so that the quality of the student's work can be easily assessed. For example, a voice portfolio should **not** include a choral number by a large ensemble.
3. Rather than sending in a video of an entire show, edit the video to include only highlights of a student's work.
4. Limit performance portfolios to 10 minutes or less.

Visual Arts Portfolios:

1. Students should submit no more than 10-15 pieces of their work and portfolios should be no larger than 18" x 24" (45 cm x 60 cm).
2. Students should annotate their portfolio, describing the medium used, style, date, and process (e.g. note if the student first completed a water colour painting, scanned it, and then completed it on the computer).
3. Except in the Media Arts area, portfolios **should not** be submitted electronically. Media Arts Students who submit their portfolio electronically still need to annotate their portfolios.

Physical Activity Portfolios:

1. Preference may be given to students who have school courses in this area. Students applying with fewer courses will need to provide a strong portfolio.
2. The student's portfolio should: showcase the student's involvement in his/her sport(s); contain pictures with captions and dates (i.e. team picture, placement in zone); have items arranged chronologically; contain certificates of achievement or awards (i.e. most sportsmanlike, MVP, All Star); and display evidence of officiating activities or coaching (a nice extra bonus).
3. A hard copy of the portfolio is preferable over an electronic submission.

Indigenous Languages and Culture

1. Students should show evidence of school or community involvement to support their interest in languages.
2. Letters of reference from teachers or community members, included as part of the student's application, will be an important component of the student's submission.

International Languages

Integrated Resource Packages (IRPs) or External Assessments, including AP and IB courses.

Community Service Portfolios should show evidence of:

1. Contributions to strengthening the community through volunteer service (describe the activity, history of applicant's community activities, major accomplishments)
2. Special leadership qualities and the ability to inspire and encourage others
3. Ability to achieve outcomes such as problems solved, numbers of people reached and measurable change
4. Extraordinary effort made by the applicant, and any challenges or obstacles that were overcome in making these contributions

Students could include the following evidence:

- Photographs
- Advertisements
- Certificates
- Awards
- Videos
- newspaper articles
- medals and/or other evidence

A reference letter from a community sponsor should be included for volunteer service completed in the community. Preference may be given to students who demonstrate more than one year of community service (Leadership Hour logs or similar summary could be included).

Technical and Trades Training Portfolios should show evidence of:

1. Excellence in both theory and practical skills
2. Punctuality/good attendance
3. Working cooperatively with instructors and fellow students
4. Positive attitude
5. Initiative and creative problem-solving
6. Excellent organization skills, reliability and flexibility
7. Outstanding performance on practical skills
8. Demonstrates a strong work ethic with attention to detail
9. Willingness to help others
10. Strong citizenship qualities in the classroom