

## PROVINCIALY SPONSORED BURSARY INFORMATION

The Nova Scotia Bursary is open to all members of Nova Scotia Guiding who wish to continue or are currently continuing their education beyond high school.

### Eligibility

Youth and adult members who are current members of Nova Scotia Girl Guides and who plan to continue or are currently continuing their education. Members pursuing their post-secondary education as either full-time or part-time students are welcome to apply.

Please note that members are only able to receive the Bursary once.

### Funding amount

Minimum of \$1,000.00 annually. More than one bursary may be awarded.

### Evaluation criteria

Guiding History	Education
Employment background	Interests
Volunteer activities	Short essay questions
Two references	Completed application

### Acceptance conditions

The successful candidate(s) will:

- Retain membership in Guiding during the term of the bursary
- Provide proof of acceptance at a post-secondary institution which must be received, by the second Friday in September of the awarding year, in order to receive the bursary payment.
- Provide a signed Image Release form and allow their photos and names to be published in Girl Guide publication

### How to complete the application

This application has two sections, the instructions (Section I) and the application form (Section II).

#### Section I: Instructions

- The first section explains how to complete the application and reviews the application process.

#### Section II: Application Form.

- Form is to be submitted online.
- Complete and submit this section as instructed in Section I.

## SECTION I: INSTRUCTIONS AND APPLICATION PROCESS

Please read these instructions carefully before filling in the application form. This document provides important information on how to correctly complete the application.

### Application Form

A complete application consists of:

- A completed member application form (all sections fully completed)
- Two completed reference forms (one from a member of Girl Guides Canada and one from outside of Guiding). Both references must have reached the age of majority in NS and not be relatives of the applicant.

### **Application Process**

Please read all instructions and questions carefully and answer the questions completely.

- The application must be completed online. Once completed the form will be submitted electronically.
- The application and both references must be submitted by the deadline to be considered. Deadline is 2<sup>nd</sup> Friday in May.
- Member must complete their own application form. We suggest that they receive assistance, if necessary, from mentors.

### **Personal Information**

- All sections must be completed for an application to be considered.

### **References**

- Names and contact information for your two references (who will fill out the associated reference forms) must be given.
- This is very important, if a reference form is not received for an application, the application will not be considered complete.

### **Reference Forms**

- Members must provide their reference's names, phone numbers and email addresses with their application.
- The applicant should choose a non-Guiding reference who has known them well enough and long enough to be able to evaluate them in the listed areas. Using a person outside of Guiding gives a more rounded picture of you as an applicant. This person will know you in a non-Guiding setting.
- Please note, it is the Applicant's responsibility to notify their references of the location of the reference form.
- Reference application forms can be found on the provincial website under "What girls do: Awards & Recognition", submitted references will remain anonymous.
- Both references must have reached the age of majority in NS and not be relatives of the applicant.
- It is the applicant's responsibility to ensure that their references complete the submission on time. Applications will not be considered completed until both references have submitted their recommendations.
- References due by 2<sup>nd</sup> Friday in May

*We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at [www.girlguides.ca](http://www.girlguides.ca) or contact your provincial office or the national office for a copy.*