



How to Submit Your Internal Application

Due February 11, 2021

The link to submit the application will be provided one week before the due date.

Winners are selected by a committee of teachers, counsellors and administrators at the school level and announced at the Awards Ceremony in June.

1. DOWNLOAD THE APPLICATION FORM AND CHECKLIST AWARD DESCRIPTIONS:

- Open and sign into [Microsoft Teams](#)
- In Teams, open the GWG Financial Awards Team.
 - ✓ Click 'Files' at the top of the page.
 - ✓ Open the Financial Awards Folder
- Open the [Scholarship Application Form](#)
 - ✓ Save the application to your computer, naming it with your **Lastname_Firstname_Internals**

****PLEASE NOTE: THE FOLLOWING 2 DOCUMENTS SHOULD CONTINUOUSLY BE CHECKED FOR UPDATES UNTIL THE WEEK OF SUBMISSION****

- Open the [SD33 Internal Checklist](#).
 - ✓ Save the checklist to your computer, naming it your **Lastname_Firstname_InternalChecklist**
- Open the [Internal Award Descriptions](#).
 - ✓ Save a copy for your reference.
 - ✓ Read through the Internal Award Descriptions and decide which awards you are eligible to apply for *based on the requirements*.

2. OPEN YOUR SAVED COPY OF YOUR INTERNAL CHECKLIST

- Enter your information and check off the boxes beside the awards you will be applying for.
- Fill in the blank beside the award name with any affiliation required in the scholarship description

(Ex. Relative works for Hub; Dad is member of CTA, etc).
You do not need to note volunteer work on the affiliation line.

- Save your completed checklist.

3. COMPLETE THE SD33 APPLICATION

- A [Sample Career Statement](#) & [Activities Resume](#) are available in 'Samples' in the Financial Awards folder.
- If you are applying for a scholarship that requires an essay, scroll to the end of the application and type or copy and paste your essay to this page. **Please include the name of the scholarship the essay is for and your name and student number at the top of your essay page.**
- Be sure to note any affiliation/membership related to particular scholarships in the area provided on page 1. (Ex. My mother Joan Smith is a member of the CTA)
- If you need assistance with your application, contact Mrs. Willock BEFORE the due date.

EACH INTERNAL APPLICATION PACKAGE WILL INCLUDE THE FOLLOWING:

- SD33 Application (including career statement, award essay and budget). These pages are identical to your Internal application.
- Student Reference Letters - 3 maximum, 2 minimum
- Transcript - **BLACK OUT YOUR PEN NUMBER FOR CONFIDENTIALITY.**
 - Open your transcript in Adobe Reader
 - Click "Tools" at the upper left side of the page
 - Find the purple stamp icon and click the "Open" button under it
 - Find the Stamp button in the top center of the document and click it
 - Hover your mouse over "Dynamic" and click "Confidential"
 - A box appears and click "Complete"
 - Place stamp over Personal Education Number box on your transcript to block out your number. Adjust box as needed
- Additional attachments such as essays, *only if requested on the application.*

4. TO SUBMIT YOUR APPLICATION

- Open the GWG Financial Awards Team
- Click “Posts” at the top of the page
- Click the ‘Internal Applications’ link that will be posted in the comments section one week before the due date. *You will be required to sign in to Office 365.*
- Follow the instructions at the top of the page to upload one copy of your checklist and one copy of your SD33 application package separately in the fields provided.

The link will close at noon on February 11th, 2021. Incomplete or late applications will not be considered under any circumstances. If you need assistance with your application, contact Mrs. Willock BEFORE the due date.

When you open the Internal Applications link you will see this

Questions

Responses **1**

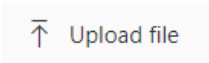
Upload Internals HERE

INTERNAL APPLICATION PACKAGE UPLOADED SHOULD INCLUDE THE FOLLOWING:
*SD33 Application Form(Career Statement, Activities Resume, Budget)

Submitting Instructions:

1. Under "1. Upload your INTERNAL APPLICATION HERE" Click 'Upload File'
2. Select the file you would like to upload
-Make sure the file is named your full name (Ex: Lastname_Firstname_InternalApplication).
3. Click 'Open'
4. Under "2. Upload your INTERNAL CHECKLIST HERE" Click 'Upload File'
5. Select the files you would like to upload
- Make sure the file is named your full name (Ex: Lastname_Firstname_InternalChecklist
4. Click 'Submit' at the bottom of the page ONLY AFTER YOU HAVE UPLOADED YOUR FILE TO NUMBERS 1 & 2 BELOW

1. Upload your INTERNAL APPLICATION HERE
*Make sure your file name follows the below format:
Ex: Firstname_Lastname_Internals*

 Upload file