


# WHAT DO I DO? MY PERSONAL ACTION PLAN

## HOW TO PREPARE

1. Fill out the Profile Sheet (due to Counselling by October 1<sup>st</sup>.)

 Profile Sheets **MUST** be filled out and on file in the Counselling Office. Counsellors and teachers refer to these sheets throughout the school year when considering candidates for various scholarships and awards, and when writing reference letters. Throughout the year, feel free to update your profile sheet as needed.

2. Check the following resources:

- [www.electronicinfo.ca](http://www.electronicinfo.ca) - The Guide to Ontario Universities
- [www.ontariocolleges.ca](http://www.ontariocolleges.ca) The Guide to 25 Ontario Colleges of Applied Arts and Technology

- Counselling Services Scholarship binders
- District School Board of Niagara - Scholarships/ Awards (Updated yearly - DSNB website)
- University calendars/ websites
- College calendars/ websites
- [studentawards.com](http://studentawards.com)
- [scholarshipscanada.com](http://scholarshipscanada.com)

3. Watch the morning announcements, as information is communicated from the Counselling Office on a regular basis.
4. Read all emails sent from the Counselling Office about scholarship availability and deadlines.
5. Attend all available seminars.
6. Concentrate on your academic success, but try to diversify:
  - Obtain the highest possible marks in Grades 11 and 12
  - Volunteer at school.
  - Volunteer in the community.
  - Assume leadership roles in school.
  - Assume leadership roles

in the community.

Community activity(s) and leadership roles are very important and necessary when attempting to qualify for many scholarships, awards and bursaries.

7. **BE PROACTIVE:** Ask family and friends if their company, union or organization offers awards (eg. Stelco, Legion, etc.)

8. **OSAP** (Ontario Student Assistance Program):  
<http://osap.gov.on.ca>

- Students must apply on-line in the spring of their graduating year.
- OSAP loans are **interest free** until post-secondary graduation or you are no longer a full-time student.
- Students are allowed 15 years to pay back loans.
- Students must begin repayment six months after graduation or you are no longer a full-time student.

## PRACTICAL ADVICE TO MAXIMIZE YOUR CHANCES

1. Scholarships/awards/bursaries have differing due dates. Some are as early as September.
2. Some scholarships require a school nomination. You **MUST** inform the Counselling Office if you are interested in applying for these scholarships. The Awards Committee decides which students are to be nominated.
3. When completing your application, express your thoughts clearly and choose your words carefully. Do a rough draft first. Have someone proofread your work.
4. Answer all questions that concern you. Pay close attention to details. Mistakes can hold up your application.
5. Complete the application form neatly and accurately. Ensure your applications are free of spelling and grammatical errors.
6. Document your extracurricular and/or community achievements by giving a detailed account of the organizations, their goals and your role there.
7. Present yourself in a positive light.
8. To contend with the unexpected, (such as mail delays), organize and submit your documents well in advance.
9. For letters of reference or recommendation, choose people who know you well and can describe your achievements. Give them **LOTS** of lead time! Two weeks would be appropriate.
10. Note all deadlines carefully.
11. Establish a file and keep copies of all scholarship applications.
12. Apply for as many scholarships/awards/bursaries as you can, or are eligible for. This will increase your chances of success.
13. Above all, **DON'T GIVE UP!**

## SIR WINSTON CHURCHILL SECONDARY SCHOOL



**APPLYING FOR:**  
★**SCHOLARSHIPS**  
★**AWARDS**  
★**BURSARIES**



