

**Central Okanagan
Bursary and
Scholarship Society
Information Meeting
2018-19**

CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY

- Unique to the Central Okanagan
- One application allows students to apply to hundreds of awards
- There are 2 types of awards
 - 1. No criteria awards** which are open to all students
 - 2. Specific criteria awards** which have been established by donors

ELIGIBILITY

1. Be a Canadian citizen or Permanent Resident, living within the boundaries of SD #23.
2. Must be applying/have applied and plan to **attend FULL TIME** at an **accredited** post-secondary institution in **September of graduation year.**
3. Obtain a minimum of 60% average in all grade 11 and 12 courses
4. Registered in a minimum of 6 courses during grade 12 year, 3 of which must be completed by January 31st of graduating year.
5. Have potential to graduate for the first time this June.
6. Attending one of the member schools of COBSS as their home school during graduation year.

SELECTION PROCESS

- Applications are submitted to school counsellors who then forward them to COBSS directly.
- **Applications are strictly confidential.**
- Applications are read only by school counsellors, donors and members of the COBSS selection committee consisting of representatives from each of the member schools.
- **School counsellors are not part of the selection process.**



SELECTION IS BASED ON THE FOLLOWING THREE AREAS:

- 1. FINANCIAL NEED** – based on line 150 of tax return and any special circumstances
- 2. ACADEMIC ABILITY** – the average of student's Grade 11 and Grade 12 marks
- 3. ACTIVE CITIZENSHIP** – such as involvement in school and community

TYPES OF AWARDS

BURSARY – primarily based on financial need

SCHOLARSHIP – based on excellence; excellence can be in a variety of areas - academic, fine arts, applied skills, sports, community involvement, etc.

AWARD – based on donor discretion

ON-LINE APPLICATION

- The on-line application is available at: **www.cobss.ca** – and follow link:



- If you are having difficulties, please see your school counsellor.
- The on-line application opens on **Dec. 4th**.

ON-LINE APPLICATION

COBSS
CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

Online Application - Sign In

Email Address:

Password: [Sign In](#)

[FORGOT PASSWORD](#)
[CREATE AN ACCOUNT](#)

Best viewed with Firefox and Safari and Chrome

Click on **CREATE AN ACCOUNT**

ON-LINE APPLICATION

 **COBSS**
CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

Online Application - Create Account

First Name:

Last Name:

Email Address: PERMANENT, NON-SCHOOL EMAIL ADDRESS

Password: MINIMUM FIVE CHARACTERS

Retype Password: MUST MATCH PASSWORD ABOVE

Access Code: PROVIDED BY YOUR SCHOOL

School:

[COBSS SIGN IN](#)
[FORGOT PASSWORD](#)

Check with your school for access code

INSTRUCTIONS



[Instructions - READ ME FIRST](#)

 [My Application](#)

 [Select Awards](#)

Click on **Instructions** and follow carefully.

If you have any questions, please see your school counsellor.

ON-LINE APPLICATION

There are **three main components** to the COBSS application package:

1. **My Application** section (largest part of application)
2. **Select Awards** section
3. **Statement of Reference** section
 - forms to be filled out by **two** people.

ON-LINE APPLICATION



 [Instructions](#)

 [My Application](#)

 [Select Awards](#)

Click on **My Application** to begin the application process.

MY APPLICATION

There are **nine sections** to be completed.

When a section is completed, the check mark will change from grey to **green**.



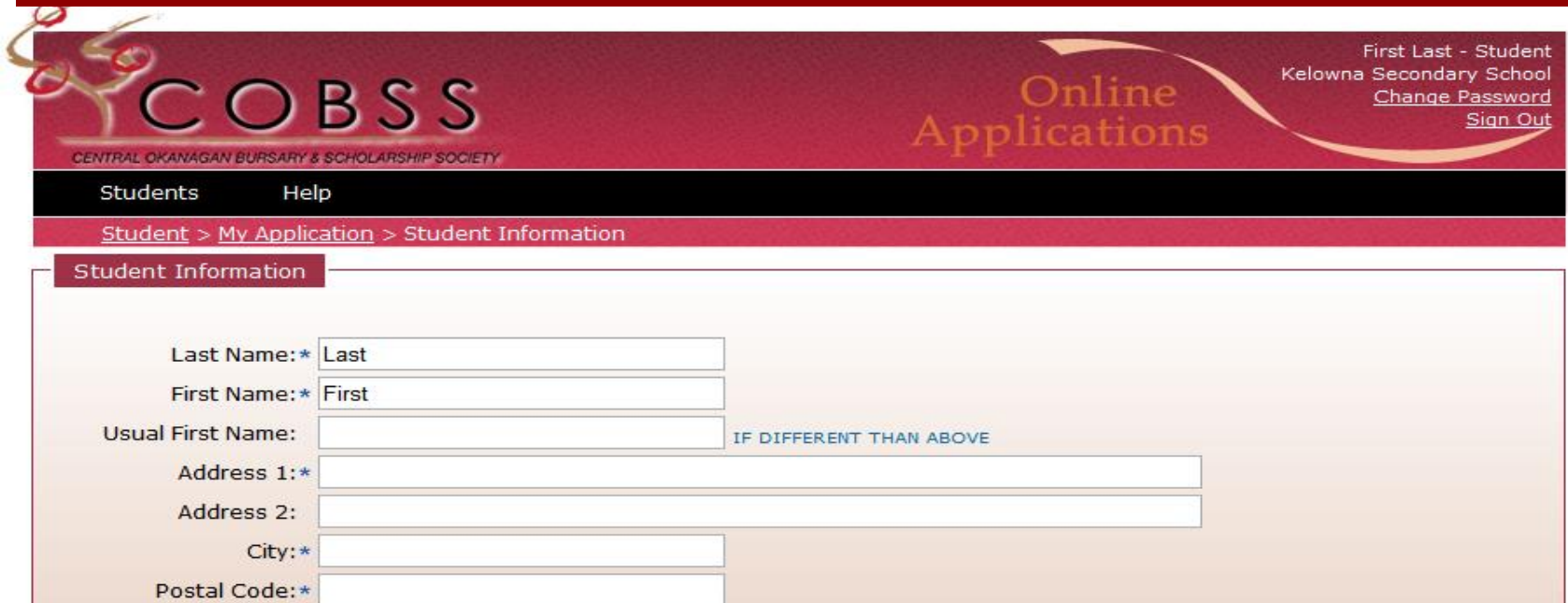
Read Before Starting

This application contains 9 sections with many * required * fields. Before you start, print a [blank copy](#) of the application and ensure all required information is available. **Prepare short answers in advance** using a word processor and then copy/paste accordingly.

Best viewed with  Firefox and  Safari

- [Section 1 - Student Information](#)
- [Section 2 - Declaration of Truth](#)
- [Section 3 - Parent / Legal Guardian Information](#)
- [Section 4 - Family Composition](#)
- [Section 5 - Financial Information](#)

MY APPLICATION



The screenshot shows the COBSS Online Applications website. The header includes the COBSS logo (Central Okanagan Bursary & Scholarship Society) and the text "Online Applications". Navigation links include "First Last - Student", "Kelowna Secondary School", "Change Password", and "Sign Out". A breadcrumb trail reads "Student > My Application > Student Information". The "Student Information" form contains the following fields:

- Last Name: * Last
- First Name: * First
- Usual First Name: IF DIFFERENT THAN ABOVE
- Address 1: *
- Address 2:
- City: *
- Postal Code: *

Fill in the application form carefully and as accurately as possible **after reading all of the instructions.**

Students may go back and edit as often as they wish until the site closes at **midnight on Jan. 14th.**

MY APPLICATION

- Use the drop down menus where given.
- Complete paragraph answers in the space provided.
- Be aware that the secure site will time out.

TIP: Compose paragraphs in a Word Document, and then cut and paste into COBSS application.

- Space is limited so write concisely as there are a maximum number of characters available.
- Please check spelling and grammar.

MY APPLICATION

One **critical** component of the application is the paragraph answers under **Student Personal Statements**.

There are 3 questions you will need to answer in this section.

MY APPLICATION

- This is where your personality shows through and helps the committee with its decision.
- BE **CREATIVE, HONEST** and **CONCISE** and remember to proofread your answers.
- With your words, you are trying to create a vision in the donor's mind of who you are, what your goals and dreams are and why you deserve to be selected for the award.

MY APPLICATION

QUESTION 1:

What are your educational/career plans?
Describe the experiences that have contributed to these plans.

TIPS:

- Try to be original and creative.
- Do not start with “My name is _____ and I am in grade 12 at _____.”

MY APPLICATION

QUESTION 2:

For the selection committee, describe the three qualities that best demonstrate your character. Use examples from your life to illustrate these qualities.

TIPS:

- Try to get across who you are and what you are about in words.
- You want to stand out in the sea of applications.

MY APPLICATION

QUESTION 3:

Describe your family (include custodial and non-custodial parent information). Explain any financial and non-financial struggles that you may have encountered.

TIPS:

- Remember that financial need is one of the areas that selection is based on for COBSS awards.
- This is a snapshot of your current family and financial situation.

MY APPLICATION

Another important part of the application is **Your Activity Details.**

Students will include their activities from grades 10, 11 & 12 in the following **three** areas:

- 1. Community & School Based Involvement & Achievements**
- 2. Volunteer Experience**
- 3. Paid Work Experience**

MY APPLICATION

Under each activity heading, list the **3 MOST SIGNIFICANT** activities in which you have been involved.

For each activity, list in this order:

1. Organization
2. Your responsibilities/activities
3. Dates (mm/yyyy-mm/yyyy)
4. Activity Hours (per week)

TIP:

- Remember to include anticipated hours until the end of June.

MY APPLICATION

Eg. of Community & School Based Involvement & Achievement:

Your Activity Details

In the spaces provided please include experience, activities & achievements from **Grades 10-12**, starting with the most recent experience in each section (maximum 3 in each section).

Community & School Based Involvement & Achievements (List any extracurricular involvement outside of classroom time which can include athletics, fine arts, music, certifications. Please do not list school courses)

	Organization	What is the activity/achievement? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	
1	Grad Council	As a member of my school's grad council, I am in charge of...	09/2017-06/2018	2 hours per week	+
2	Wellness Club	As part of my school's Wellness team, I initiated a project...	09/2016-06/2018	2 hours per week	+
3	Sr. Girls' Soccer	I have played for my school team for three years. I am captain...	03/2015-06/2018	7 hrs/wk in season	x

Volunteer Experience (list any unpaid and non credit Community & School experience.)

	Organization	What are your responsibilities/activities? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	
1	KGH Auxillary	I volunteer at the KGH Perking Lot where I serve coffee and...	10/2017-06/2018	1 hour per week	+

Paid Work Experience

	Organization	What is your job title and duties? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)

Back

Update

Press Update Button To Save Changes

MY APPLICATION

After completing **Your Activity Details:**

- Choose one activity or achievement you have listed that you are most proud of
- Explain what you have learned from it

TIPS:

- You have 1000 characters to answer this question.
- Remember that award selection is based on active citizenship so this is a good place to expand on your involvement and include reflective learning.








MY APPLICATION

- When all sections of the application are completed, print one copy of **My Application** Form.
- **Student signature** is required to confirm he/she meets all eligibility requirements and all information is accurate.
- **Parent or guardian signature** is required to confirm that financial information is accurate.

MY APPLICATION





Print one copy of **My Application** from the icon on the main page.



-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)
-  [Print My Application](#)
-  [Print Statement of Awards](#)
-  [Statement of Reference](#)

SELECT AWARDS

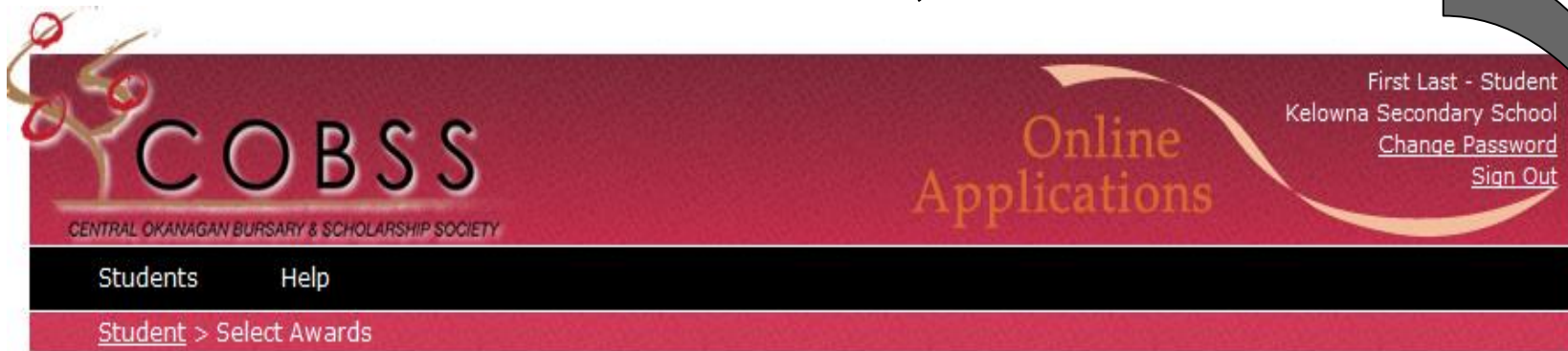


-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)

Click on **Select Awards** to view all awards available to your school. Please note that awards are subject to change.





SELECT AWARDS

To view criteria for each award, hover over title.

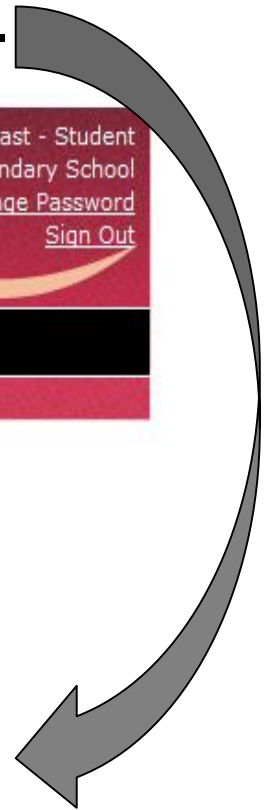


The header of the COBSS website features the logo on the left, the text 'COBSS' in large letters, and 'CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY' below it. On the right, there is a navigation menu with 'Online Applications' in orange, and links for 'First Last - Student', 'Kelowna Secondary School', 'Change Password', and 'Sign Out'. Below the header is a black navigation bar with 'Students' and 'Help' links, and a red breadcrumb trail showing 'Student > Select Awards'.

Show: (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)

Applied	Details	Award Description ▼	Eligible Schools ▼
		ACT/UCT Kelowna Council #1002 Bursary	KSS and 10 other schools
		ACT/UCT Kelowna West Council #	
		Al Jones Memorial/Oyama Firefight	
		Alex Monty Memorial Football Scholarship	KSS and 10 other schools

A student who is a dependent, or grandchild of a member in good standing of ACT/UCT Kelowna Council 1002 and requires financial support. Student must attend post-secondary institution in BC.



SELECT AWARDS

Click on **Details** if eligible for award.



The banner features the COBSS logo on the left, the text 'Online Applications' in the center, and user information on the right: 'First Last - Student', 'Kelowna Secondary School', and links for 'Change Password' and 'Sign Out'. Below the banner is a navigation bar with 'Students' and 'Help' links, and a breadcrumb trail 'Student > Select Awards'.

Show: (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)

Applied	Details	Award Description	Eligible Schools
<input type="checkbox"/>	i	ACT/UCT Kelowna Council #1002 Bursary	KSS and 10 other schools
<input type="checkbox"/>	i	ACT/UCT Kelowna West Council #1002 Bursary	KSS and 10 other schools
<input type="checkbox"/>	i	Al Jones Memorial/Oyama Firefighter Scholarship	KSS and 10 other schools
<input type="checkbox"/>	i	Alex Monty Memorial Football Scholarship	KSS and 10 other schools
<input type="checkbox"/>	i	Alex Monty Memorial Lineman Scholarship	KSS and 10 other schools
<input type="checkbox"/>	i	Alumni & Friends Of KSS - Academic Award	KSS

A student who is a dependent, or grandchild of a member in good standing of ACT/UCT Kelowna Council 1002 and requires financial support. Student must attend post-secondary institution in BC.

SELECT AWARDS

Click on **APPLY FOR THIS AWARD**

Award Details for ACT/UCT Kelowna Council #1002 Bursary

Description: ACT/UCT Kelowna Council #1002 Bursary

Criteria: A student who is a dependent, or grandchild of a member in good standing of ACT/UCT Kelowna Council 1002 and requires financial support. Student must attend post-secondary institution in BC.

Eligible Schools:

- Central Programs School
- George Elliot Secondary
- Heritage Christian School
- Immaculata Regional High School
- Kelowna Christian School
- Kelowna Secondary School
- L'Anse-au-Sable
- Mount Boucherie Secondary
- Okanagan Adventist Academy
- Okanagan Mission Secondary
- Rutland Senior Secondary

APPLY FOR THIS AWARD

Back

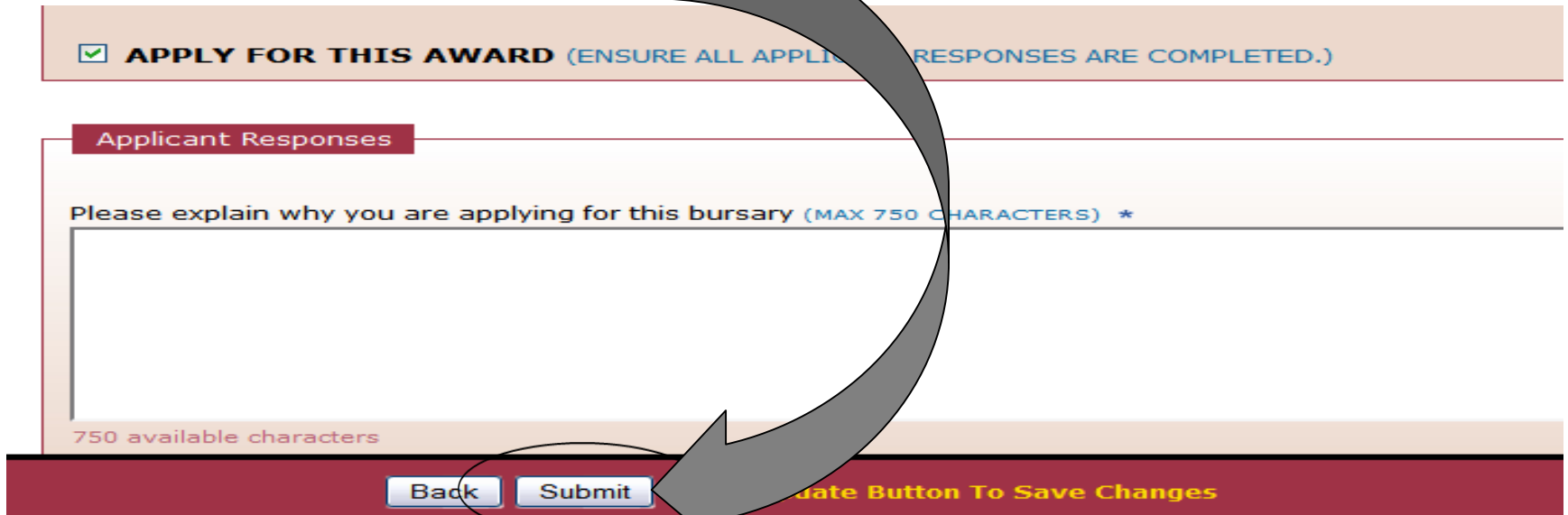
Submit

Press Update Button To Save Changes

SELECT AWARDS

If prompted, fill in **Applicant Responses** to explain eligibility and additional information requested by the donor.

A **Submit** button is at the bottom of each screen to save information.



APPLY FOR THIS AWARD (ENSURE ALL APPLICANT RESPONSES ARE COMPLETED.)

Applicant Responses

Please explain why you are applying for this bursary (MAX 750 CHARACTERS) *

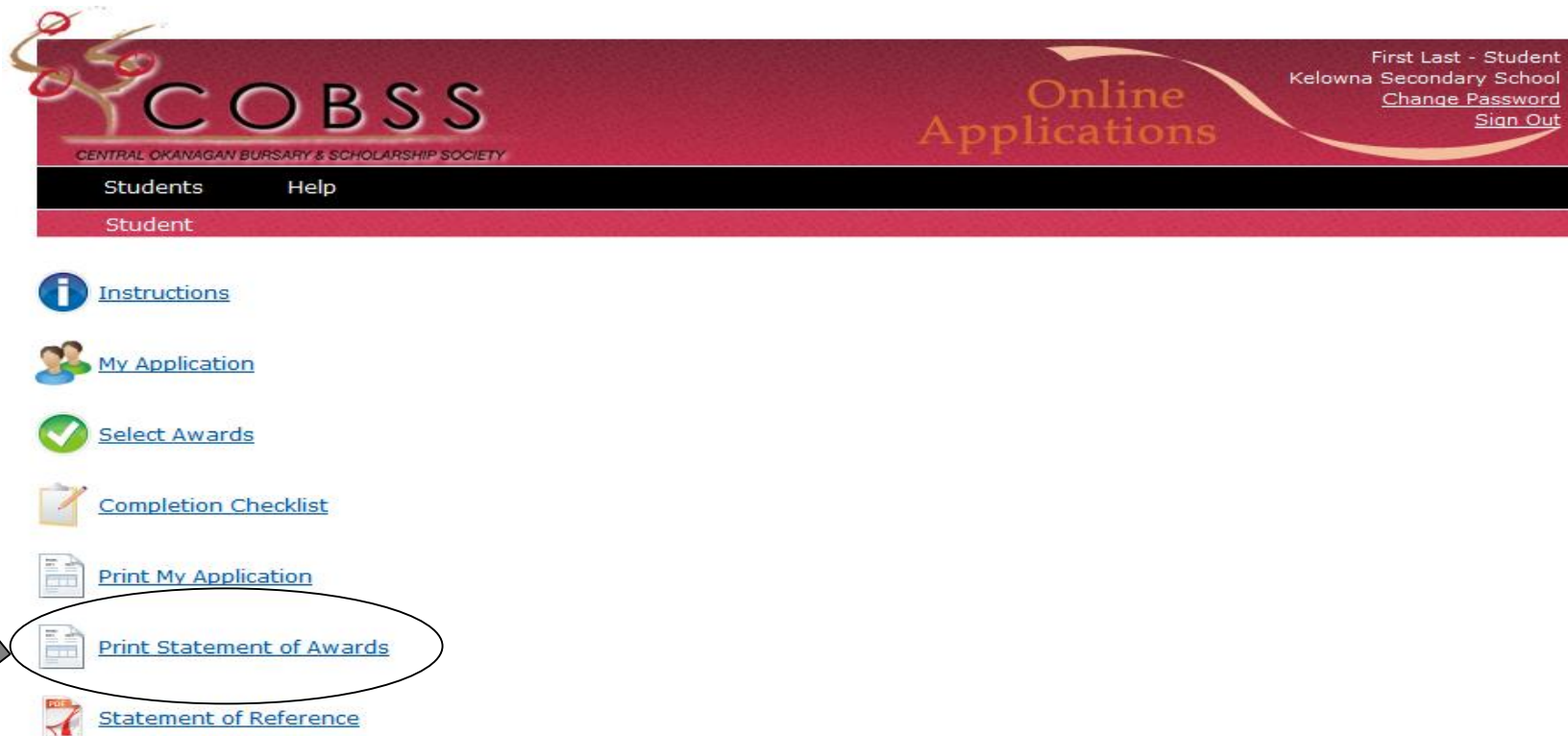
750 available characters

Update Button To Save Changes

A large grey arrow points from the 'Submit' button back to the text above. The 'Submit' button is circled in red.

SELECT AWARDS

When all eligible awards have been selected, print one copy for application package.









COBSS
CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

Online Applications

First Last - Student
Kelowna Secondary School
[Change Password](#)
[Sign Out](#)

Students Help








Student

-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)
-  [Print My Application](#)
-  [Print Statement of Awards](#)
-  [Statement of Reference](#)

STATEMENT OF REFERENCE

Print or email a copy of the Statement of Reference form and give to each referee **ASAP.**



-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)
-  [Print My Application](#)
-  [Print Statement of Awards](#)
-  [Statement of Reference](#)

TIP:

- Do this **IMMEDIATELY** to give your referees enough time to do a quality job!



STATEMENT OF REFERENCE

CONFIDENTIAL STATEMENT OF REFERENCE for COBSS

This report must be completed by a non-related adult. **Referee:** Please complete and return to applicant in a sealed envelope with student's name written on the front.

Student's name: _____
First Last

Referee's Name: _____ Telephone #: _____

In my capacity as (include work title and name of organization) _____,
I have known the applicant for ____ years.

Please check (✓) the most appropriate box to indicate your best judgment of the applicant's qualities compared to other youth/students you have encountered.

Category	No basis	Below average	Average	Good (above average)	Very Good (well above average)	Excellent (top10%)	Outstanding (top 5%)	One of the top few encountered
Academic Motivation								
Academic Growth Potential								
Ability to Problem Solve								
Disciplined Work Habits								
Personal Initiative								
Emotional Maturity								
Respect Accorded by Adults								
Respect Accorded by Peers								

Written comments **MUST** be limited to the space below. No additional letters accepted:

The form can be emailed to your referee but will still need to be **printed and signed** as a hard copy is required for your final submitted application.








STATEMENT OF REFERENCE

- Consider community people, employers, and teachers as potential referees.
- **Choose referees carefully.**
- Print or email two copies **before** beginning application to give referees ample time to complete.
- **Written comments must be contained to the front of form – no additional sheets accepted.**
- Statement of Reference Forms are confidential and must be sealed in an envelope by your referees **OR** referees may hand in the forms directly to your school counsellor.

COMPLETION CHECKLIST

When you have finished all instructions, click on **Completion Checklist** to ensure you have completed and printed all necessary documents.



-  [Instructions](#)
-  [My Application](#)
-  [Select Awards](#)
-  [Completion Checklist](#)
-  [Print My Application](#)
-  [Print Statement of Awards](#)
-  [Statement of Reference](#)

ORDER OF DOCUMENTS

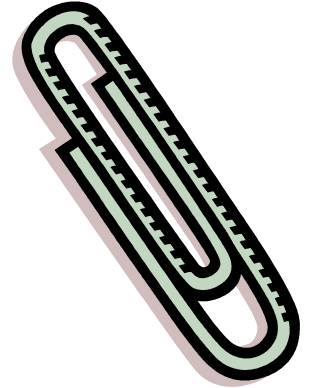
You will be handing in **ONE** completed COBSS application package to your school counsellor.

The order for each is as follows:

1. One printout of **My Application**
2. One printout of the **Statement of Awards**
3. Two **Statement of Reference** forms (in sealed envelopes or handed in directly to school counsellor by referee)

Transcript – will NOT need to be submitted as it will be added for you by your school counsellor

OTHER



1. **PAPER CLIP** application package together.
2. Hand your application in person. Do not pass it along through your friends.
3. Applications **must be submitted on time.**
4. Late applications will not be accepted

DUE DATE

The COBSS paper application package is due on or before:

Tues. Jan. 15th at 9:00 am

Plan your time accordingly

Remember that the online application form closes at **midnight Jan 14th.**

PLEASE REMEMBER

If you are a COBSS award recipient, please:

- Write an immediate thank you note to your donor.
- A follow up thank you note in the early fall is always a kind gesture.

TIP:

- Keep a binder of all your awards so that you can track them accurately and use them before they expire.

FAQ's

Question:

When should I begin my COBSS application?

Answer:

It is recommended to begin the application as soon as possible. It is a lengthy process which takes a number of separate sittings to complete. It cannot be completed in one sitting.

FAQ's

Question:

When do you know if you have received a COBSS award?

Answer:

Awards are presented to individual student recipients at either the school graduation ceremonies or a separate awards night. Check with your school.

FAQ's

Question:

Will my COBSS award expire?

Answer:

Yes, COBSS awards presented this year are valid until December 1st of your graduation year.

FAQ's

Question:

Can I take a year off for an exchange, a gap year, missionary work, etc. and still use my COBSS award?

Answer:

No, COBSS awards given out this year are valid until December 1st of your graduation year.

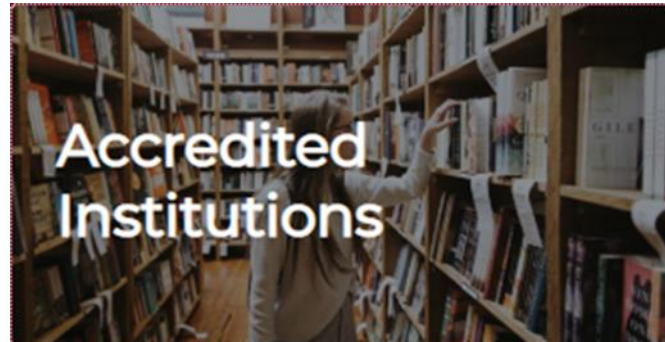
FAQ's

Question:

How do I know if the school I plan to attend is accredited as required for my COBSS eligibility.

Answer:

On the COBSS website is this link to search accredited institutions.



FAQ's

Question:

What does a student do with a COBSS award?

Answer:

A COBSS award recipient receives a voucher called a Certificate of Award (COA). To redeem the award at the post secondary school, a student can do **one** of the following:

1. Take the COA to the registrar of the post secondary to be validated and sent by the post secondary school to COBSS for payment.

FAQ's

Question:

What does a student do with a COBSS award?

Answer:

2. If the registrar of the post secondary school will not send the validated COA to COBBS, then the student must return the validated COA via:

- mail
- scan and email **OR**
- drop off at the COBSS office

FAQ's

Question:

What does a student do with a COBSS award?

Answer:

3. If the registrar will not validate the COA, the student needs to return two forms to COBSS:

- **the COA and**
- **a Verification of Enrolment form from the post secondary school**

AWARD RECIPIENTS

If your circumstances change after you have received a COBSS award and you are no longer able to use the award before the December 1st deadline, **please contact COBSS at cobss@shaw.ca.**

The award money can then be given to an alternate recipient.

AWARD RECIPIENTS

If you have any questions regarding an award that you have received, please address all inquiries to COBSS directly at **cobss@shaw.ca** and not the award donor.

**If you need help or
further information,
please see your
school counsellor**