

**JUSTICE RONALD B. LESTER
MEMORIAL BURSARY**
TWO (2) AWARDS AT APPROXIMATELY \$7500 EACH
**THE NUMBER OF AWARDS AND AMOUNT MAY CHANGE BEFORE THE CLOSING DATE*

About the Bursary

Justice Ronald B. Lester moved to Thunder Bay with his wife Susan in 1975 and was made a Provincial Court Judge in 1991. He was very committed to his community and his family and was involved in a myriad of activities. After his passing in 2000 the Harbour Youth Foundation celebrated his memory by renaming their Foundation the Justice Ronald B. Lester Memorial Youth Foundation. The Foundation's bursaries have been awarded to local graduating high school students who have demonstrated financial need and outstanding community service. Since its inception in 2000, the bursary has been awarded to 34 students, for a total of over \$150,000. In 2014 The Justice Ronald B. Lester Memorial Youth Foundation ceased operations and requested that the Thunder Bay Community Foundation administer their Bursaries.

Introduction for Student Services

The Justice Ronald B. Lester Memorial Bursary is open to students from **Thunder Bay and the District of Thunder Bay**. See goo.gl/q1oQvo for more details.

Each school is asked to submit an **unlimited** number of qualified students for consideration by our Scholarship and Bursary Committee.

Students may not apply directly to the Foundation for this scholarship.

Please make FOUR (4) hole-punched, stapled copies, mail or hand-deliver application to:

Thunder Bay Community Foundation, Suite
312, 101 Syndicate Avenue,
Thunder Bay, ON P7C 3V4

Important Dates

- Completed Applications to Student Services: April 16, 2018
- Nomination from Student Services to TBCF: April 26, 2018
- Reception Date: June 19, 2018

Application Details

Section 1 – Check List (Please order the packages as follows)

- Scholarship Application Form* – Your personal and contact information using the form provided on the website or by your student services office.

- Volunteer Activities Form* - A list of your community volunteer activities and work experience using the form provided on the website or by your student services office.

- Extracurricular Activities Form* – A list of your school related leadership and volunteer activities using the form provided on the website or by your student services office.

- Work Experience Form* - A list of any part time or summer jobs you may have had or now have using the form provided on the website or by your student services office.

- ONE reference from an adult in the community using the criteria in the *Reference Letter Details Form*.

- Essay in response to the question included in this information sheet in Section 3 using the *Essay Form* or following the formatting checklist using MS Word or other applicable word processor.

- High school transcript* along with this semester's mid-term marks (submitted by the guidance counsellor).

- Financial Need Form* – This demonstrates your financial need. Please use the form provided on the website or by your student services office.

Section 2 - Eligibility

- Applicants must be in their graduating year of secondary school.
- Applicants must demonstrate adequate academic performance.
- Nominees must be seeking full-time admission to a Canadian college or university, accredited by the Association of Universities and Colleges of Canada.
- Applicants must clearly demonstrate financial need.

Section 3 – Essay Details

Please answer the following:

Formatting Checklist

Essays should be limited to ONE (1) page and be formatted as follows (or use the form available on the website titled Essay Form):

Header

- Title: Centered, bolded, Bookman Old Style, Size 16
- Name of Student (Under Title): Centered, Bookman Old Style, size 12

Normal Text (everything between the header and footer)

- Font Type: Bookman Old Style
- Font Size: 11
- Line Spacing: single (0 pts before and after text)
- Any section headers/titles: same as above, except bolded

Section 4 – Application Requirements (for Student)

- All nomination packages must be submitted by the applicant to Student Services by **Monday, April 16, 2018**.

Section 5 – Application Requirements (for Student Services)

- All application packages must be received at the Community Foundation by **Thursday, April 26, 2018** from the school.
- Late applications will not be accepted. Unsigned or incomplete application packages will be disqualified.
- Please provide THREE (3) copies and ONE (1) Original of each application, stapled and 3 hole-punched. The ORIGINAL APPLICATION should include an original signature. The Financial Needs Form and transcripts only needs to be included with the original.
- Please remove any letters of reference from envelopes and include them with the original application as well as the copies.

Section 6 – Selection Process

The Community Foundation evaluates applicants in the following five areas.

Item	Weight
Academic performance	Pass/Fail
Financial Need	Pass/Fail
Involvement in school, community activities and work experience	30%
Reference letter	20%
Essay	50%

- Only successful applicants will receive notice from the Foundation.
- All decisions are at the sole discretion of the Board of Trustees and are final.

Section 7 – Obligations of Recipients

- Before payment the applicant must submit proof of full-time registration at a Canadian post-secondary institute (as per the eligibility criteria), their Social Insurance Number and proof of aboriginal ancestry (if required). The award is paid in one installment in **December of 2018**.
- Winners must enter university/college in the year of their application.
- Successful applicants must provide a photo for publication on the Community Foundation's website and a brief summary of his or her academic plans.

If you have any questions about this process, please contact the Thunder Bay Community Foundation Office at 475-7279 or visit the Foundation's website at www.tbcf.org