

### About the Scholarship

Victor Stevenson was born in Ontario, studied engineering in the United States and worked his entire career at Can Car (now Bombardier). This Scholarship was created in his honour and his love for this community and region. He was very concerned about its economic future and how he could make an impact. He was very impressed by the Thunder Bay Community Foundation and wished that this scholarship be administered by the Foundation.

### Introduction for Student Services

- The Victor Stevenson Entrance Scholarship in Engineering is open to students from **Thunder Bay and the District of Thunder Bay**. See [goo.gl/q1oQvo](http://goo.gl/q1oQvo) for more details.
- Each school is asked to select and nominate **Seven (7)** of qualified students for consideration by our Scholarship and Bursary Committee seeking full-time admission to an Engineering program at Lakehead University.
- **Students may not apply directly to the Foundation for this scholarship**

### Important Dates

- Completed Applications to Student Services: **April 12, 2019**
- Nomination from Student Services to TBCF: **April 25, 2019**
- Reception Date: **June 6, 2019**

### 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.

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- 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.

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- 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.

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- 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.

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

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- 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.

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

#### **Section 2 - Eligibility**

- Applicants must be in their graduating year of secondary school.
- Nominees must have a minimum overall average of 80% in all Grade 12 credits.
- Nominees must be seeking full-time admission to an Engineering program at Lakehead University.

### Section 3 – Essay Details

Please answer the following using the formatting below:

Why have you chosen your field of study?

#### 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, Arial font, Size 16
- Name of Student (Under Title): Centered, Arial font, size 12

##### Normal Text (everything between the header and footer)

- Font Type: Arial font
- Font Size: 11
- Line Spacing: single (0 pts before and after text)

### Section 4 – Application Requirements (for Student)

- All nomination packages must be submitted by the applicant to Student Services by **Friday, April 12, 2019**.

### Section 5 – Application Requirements (for Student Services)

Original (1)	Copies (3)
<input type="checkbox"/> Scholarship Application Form (including original signature)	<input type="checkbox"/> Scholarship Application Form
<input type="checkbox"/> Volunteer Activities Form	<input type="checkbox"/> Volunteer Activities Form
<input type="checkbox"/> Extracurricular Activities Form	<input type="checkbox"/> Extracurricular Activities Form
<input type="checkbox"/> Work Experience Form	<input type="checkbox"/> Work Experience Form
<input type="checkbox"/> Reference Letter(s)	<input type="checkbox"/> Reference Letter(s)
<input type="checkbox"/> Essay	<input type="checkbox"/> Essay
<input type="checkbox"/> Transcript	
<input type="checkbox"/> Bound with paper clip	

- All nomination packages must be received at the Community Foundation by **Thursday, April 25, 2019** from the school.
- Late applications will not be accepted. Unsigned or incomplete application packages will be disqualified.

### Section 6 – Selection Process

The Community Foundation evaluates applicants in the following four areas.

Item	Weight
Academic performance	30%
Involvement in school and community activities	30%
Reference letter	10%
Essay	30%

- 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 Indigenous ancestry (if required). The award is paid in one installment in **December of 2019**.
- Successful recipients 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](http://www.tbcf.org)**