

NLSF NEW AWARD GUIDELINES

AWARD NAME

AWARD TYPE

- Scholarship** - Intended for graduating students who display academic excellence
- Bursary** - Intended for graduation students with financial need
- Award** - Intended for graduating students who have outstanding abilities in specific career or subject areas

A Memorial may be established for all three award types.

DOLLAR VALUE OF AWARD

\$500 \$750 \$1000 \$1500 \$2000 Other _____

NUMBER OF AWARDS YOU WOULD LIKE TO OFFER: _____

AWARD DURATION

- This will be a one-time award An annual award An endowment

TIMELINE

We recommend allowing award recipients up to two years after graduation to claim their awards. There are some circumstances under which a shorter timeline is recommended (i.e., gaming funds). If after two years, the recipient has not claimed their award, the funds will be credited back to your account.

- Allow recipient two years to claim their award(s)
- Award(s) must be claimed within one year

RECIPIENT SELECTED BY:

- Donor** – you and/or your organization will review applications and will select recipients yourself (requires additional application / letter / essay)
- Committee** - Volunteer Committee Members selected by NLSF will review application and select the recipient(s) for you
- School** - This is a school-based award and representatives within the school will review applications and select recipient(s)

AFFILIATION

Does the student require an affiliation? (i.e., a member of an organization or child/grandchild of a member) If so, please explain here:

SPECIFIC SUBJECT

Is this award designated for a certain subject (i.e., math, biology, etc.) _____

SCHOOL / DEPARTMENT

Is this award open to all students in the Nanaimo-Ladysmith School District or would you like it be reserved for students from a certain school or program? _____

AWARD DESCRIPTION

If there are any special requirements (*that were not mentioned above*) you would like included in the award criteria / description, please mention it here. (*This could be a requirement for a certain **grade point average, volunteer hours, or any characteristics, achievements, experiences, or future plans** that will be considered during the selection process.*)

PRIORITIES (please select at least two)

- Priority #1:
- Priority #2:
- Priority #3:

CONTACT INFORMATION

Contact #1 (*First and Last Name*): _____

Mailing Address (*street address, PO Box, city and postal code*): _____

Email: _____ Telephone: _____

Contact #2 (*First and Last Name*): _____

Mailing Address (*street address, PO Box, city and postal code*): _____

Email: _____ Telephone: _____

AWARD DESCRIPTION SAMPLES

Scholarship

(Name of scholarship) is awarded to a top academic graduate who will be a full-time student in a degree program at an accredited university or in a university transfer program at a community college. Proof of registration from a post-secondary institute is required before funds are released. Money must be claimed within two years of receiving the award.

Bursary

(Name of bursary) in the amount of ... is awarded to a student from (name of school). This bursary is awarded to a student with demonstrated financial need as the major determining factor. Proof of registration from a post-secondary institute is required before funds are released. Money is to be claimed within two years of being awarded.

Award

To be awarded to a student who is planning a career in the ... field. The student must have demonstrated community service and will be attending a local Nanaimo area post-secondary institute in a degree, diploma, or certificate program. Proof of registration from a post-secondary institute is required before funds are released. Money is to be claimed within two years of receiving the award.

Memorial

(Name of award) is intended for a graduating student who has a strong interest in music and has participated in music-related activities in school and/or the community. John Smith will be remembered for..... Proof or registration at a post-secondary institute is required before funds can be released. The money must be claimed within two years of receiving the award.