Central Okanagan Bursary and Scholarship Society

COBSS

CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

https://cobss.sd23.bc.ca/

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

CENTRAL OKANAGAN BURSARY AND SCHOLARSHIP SOCIETY

Stats from last year:

★594 total awards

★Total value of awards: $588,233

★642 Student Applications

HAVE SOMEONE THAT WANTS TO DONATE?

- Contact COBSS to *create their own award* (cobss@shaw.ca), can create any criteria
- Contact COBSS to *donate any amount*
- Drop off bottles at Columbia bottle depot drop-off – use COBSS phone number (250) 861- 4980

ELIGIBILITY

1. Be a Canadian citizen, permanent resident or refugee living within the boundaries of Central Okanagan Public Schools.
2. Must be applying/have applied and plan to **attend <u>FULL TIME</u>** 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 six (6) courses during grade 12 year, and will complete a minimum of six (6) courses by June 30th not including the grade 12 Capstone Careers course. *(these 6 can include online, dual credit, & external courses)*
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 online.
- 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:

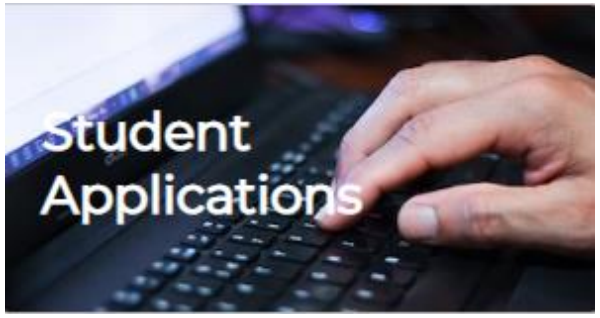
based on excellence; excellence can be in a variety of areas - academic, fine arts, applied skills, sports, community involvement, etc.

AWARD:

based on donor discretion

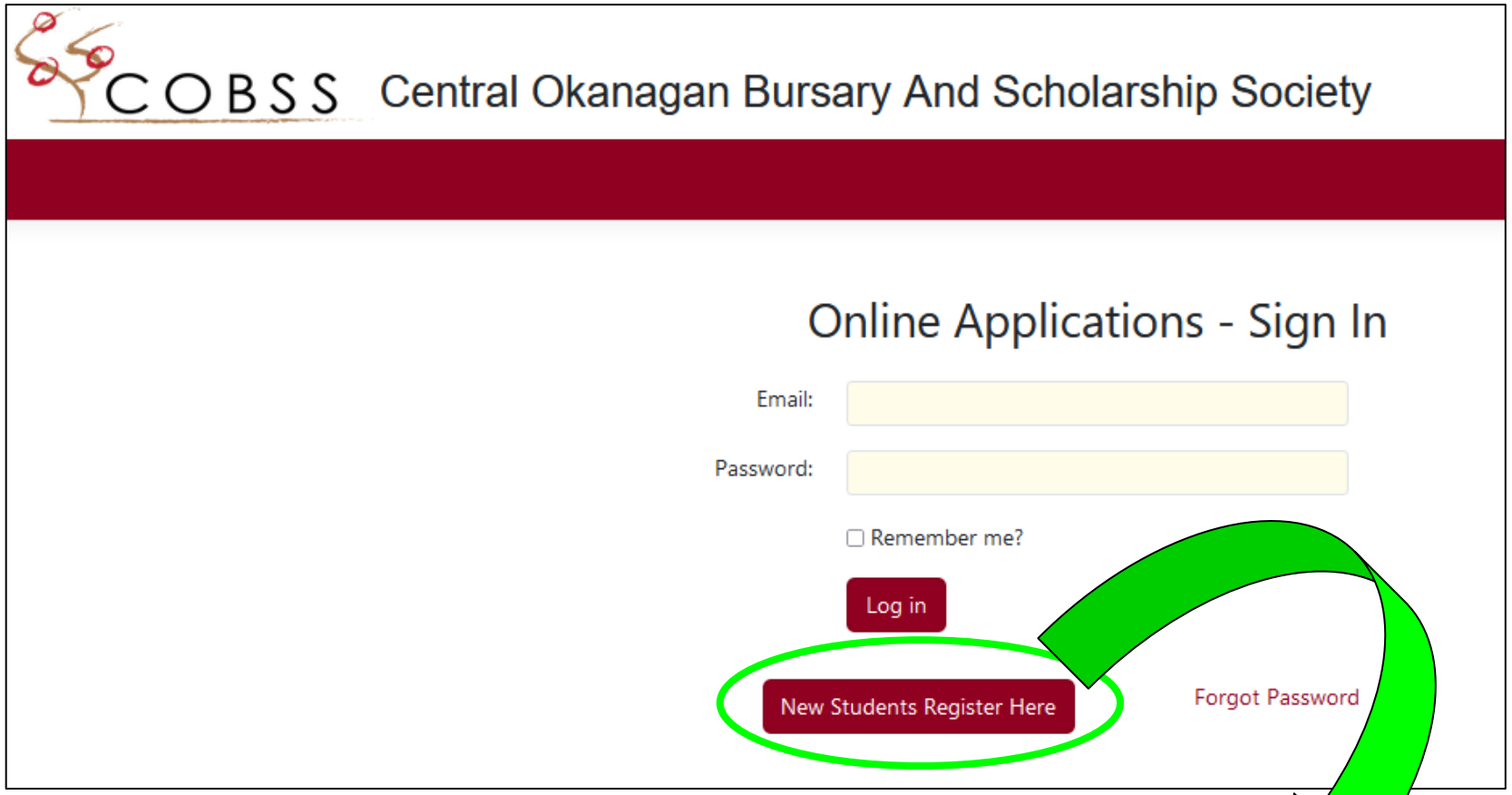
ON-LINE APPLICATION

- The on-line application is available at: **cobss.sd23.bc.ca** – and follow link under "Student" tab:



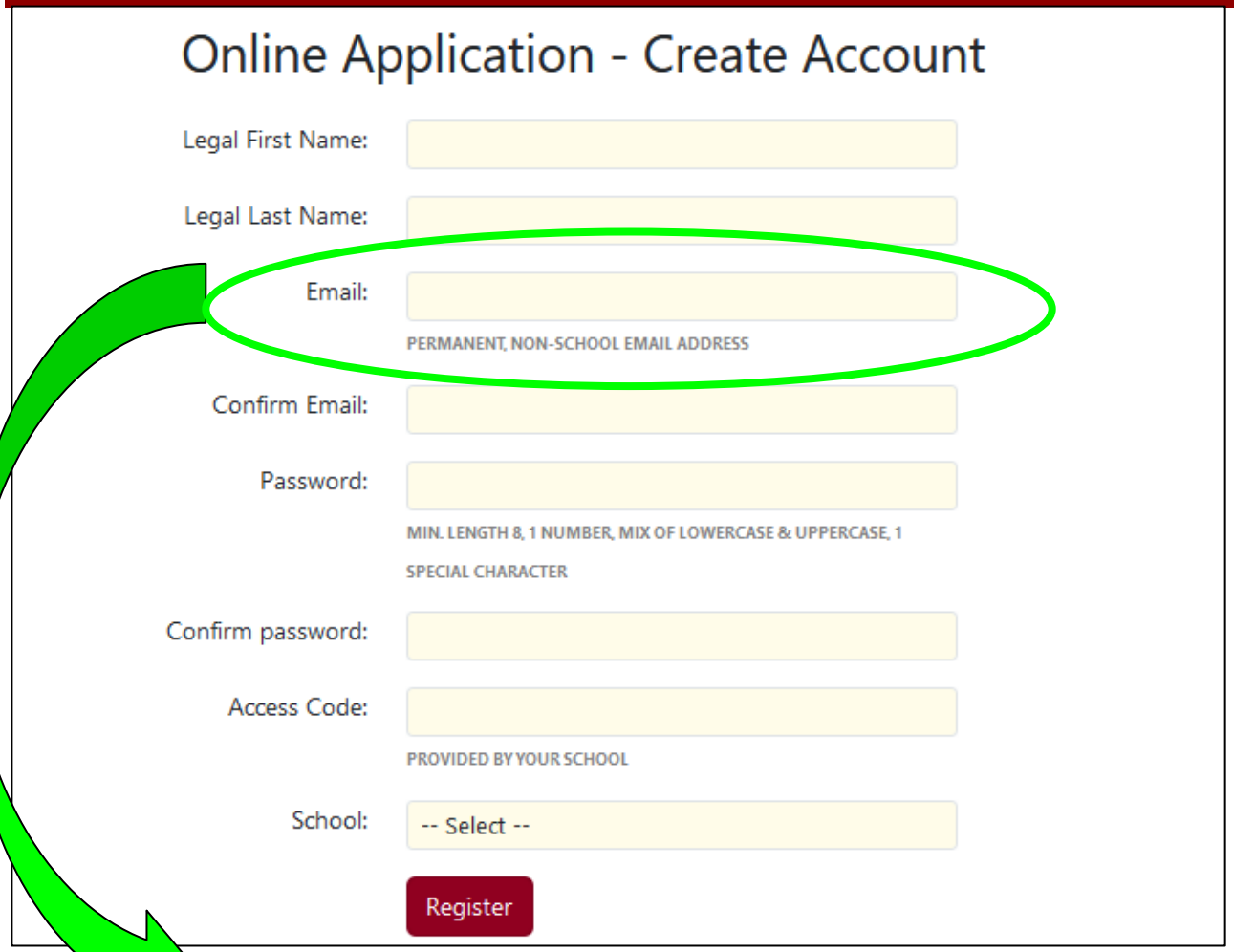
- If you are having difficulties, please see your school counsellor.
- The on-line application opens on **Nov. 26th**.

ON-LINE APPLICATION



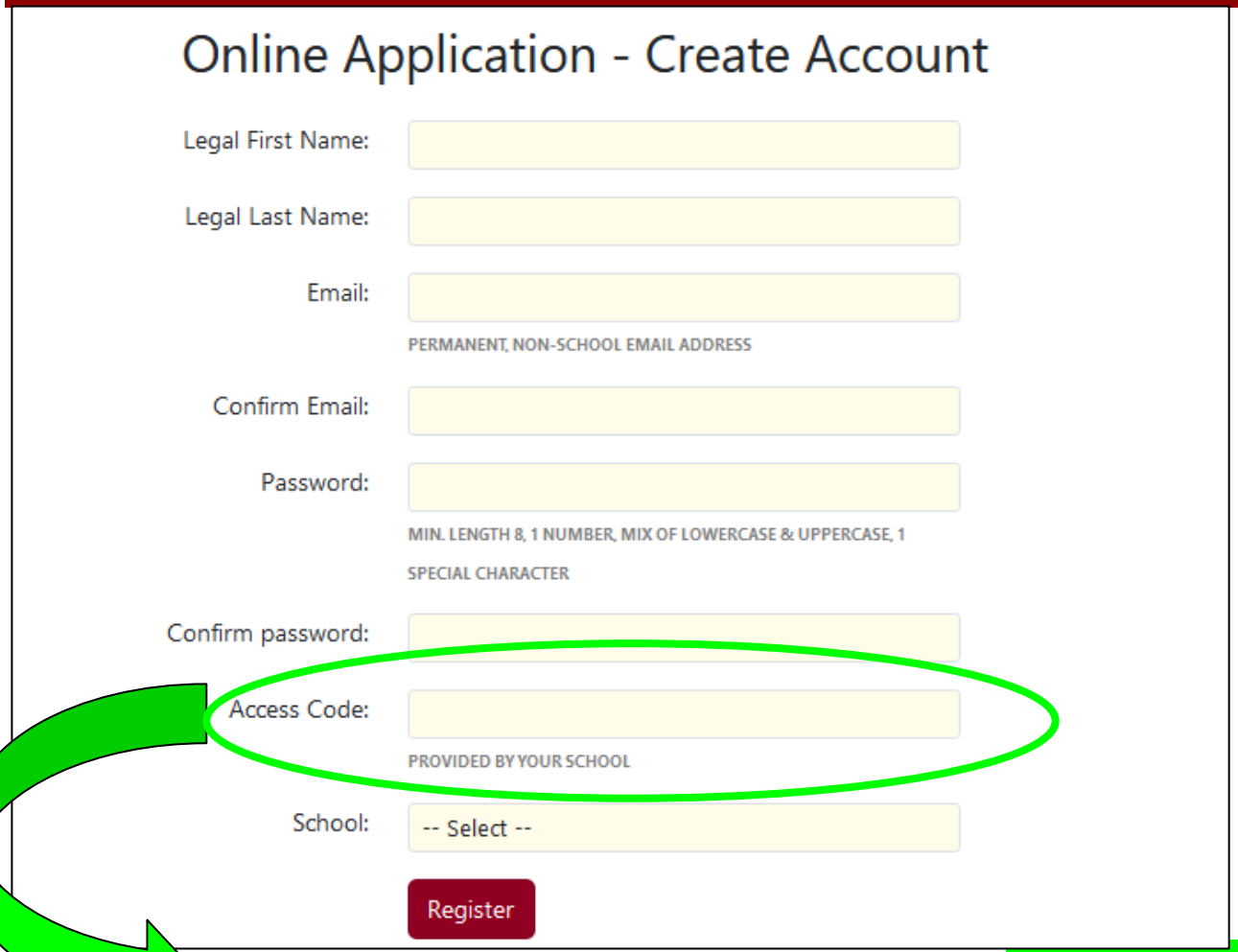
Click on **New Students Register Here**

ON-LINE APPLICATION



Be sure to use your own **NON SCHOOL email address**

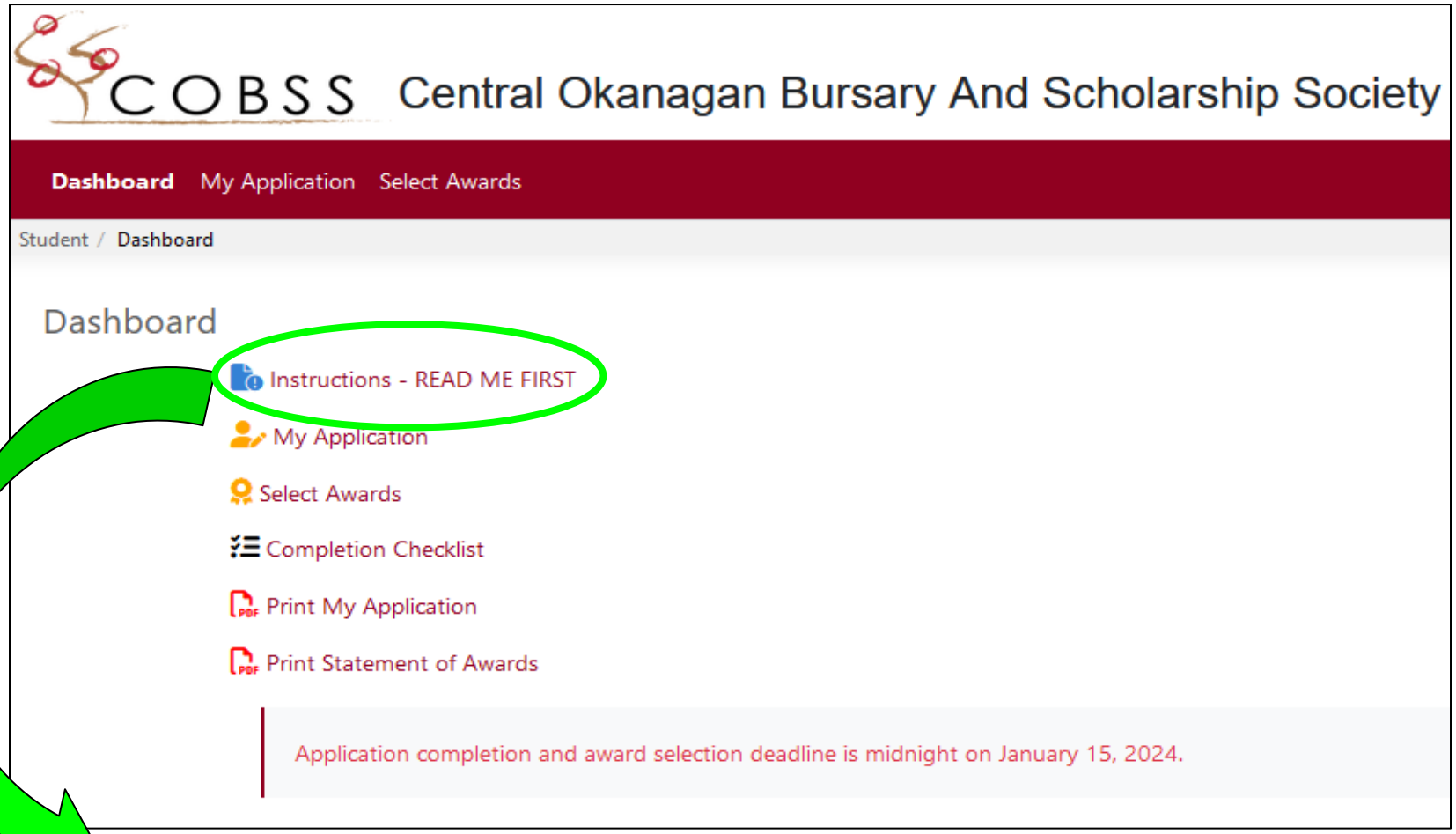
ON-LINE APPLICATION



KSS Access Code = **kss2025**

(lower case letters only)

INSTRUCTIONS



Click on **Instructions and follow carefully**.

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

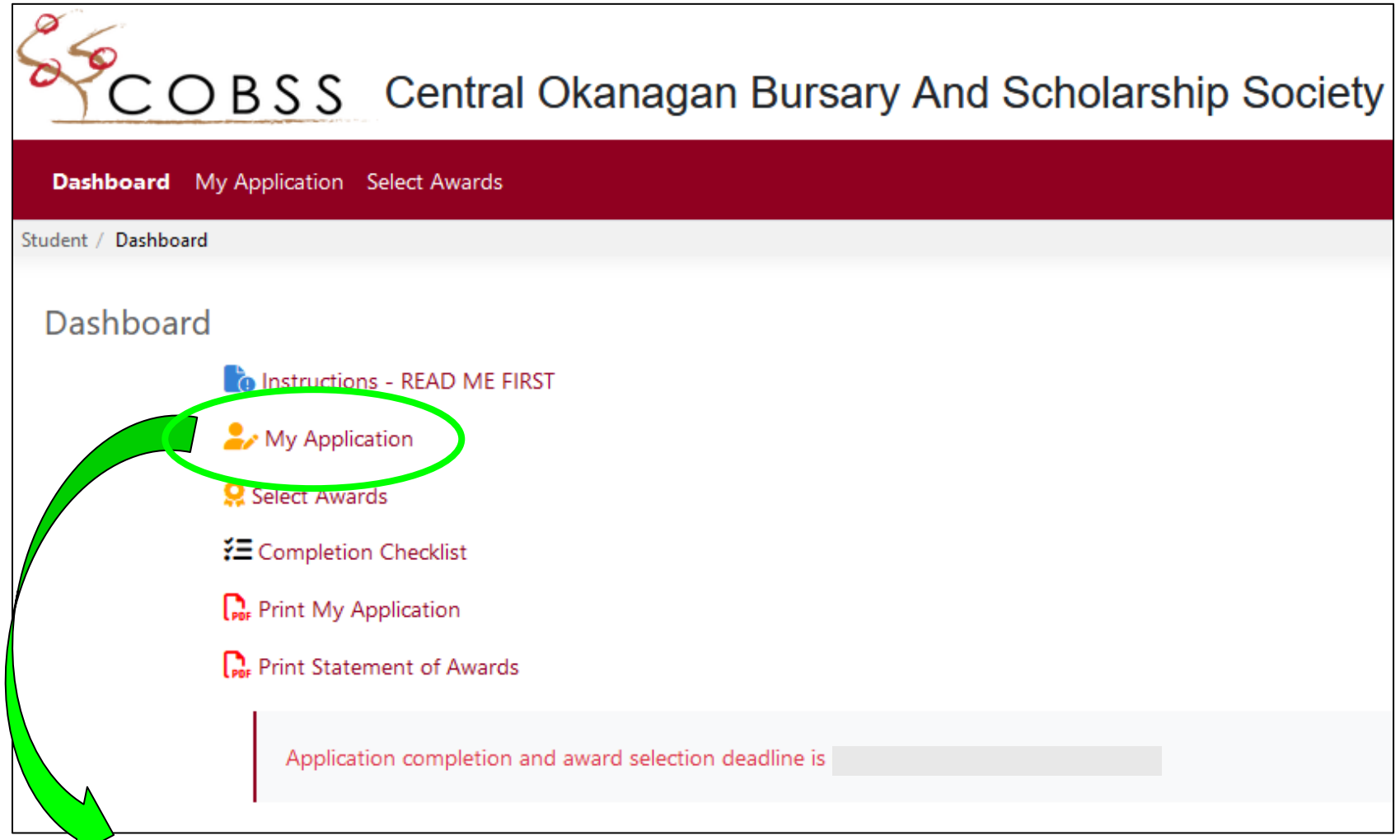
ON-LINE APPLICATION

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

1. **My Application** section
   (largest part of application)

1. **Select Awards** section

ON-LINE APPLICATION

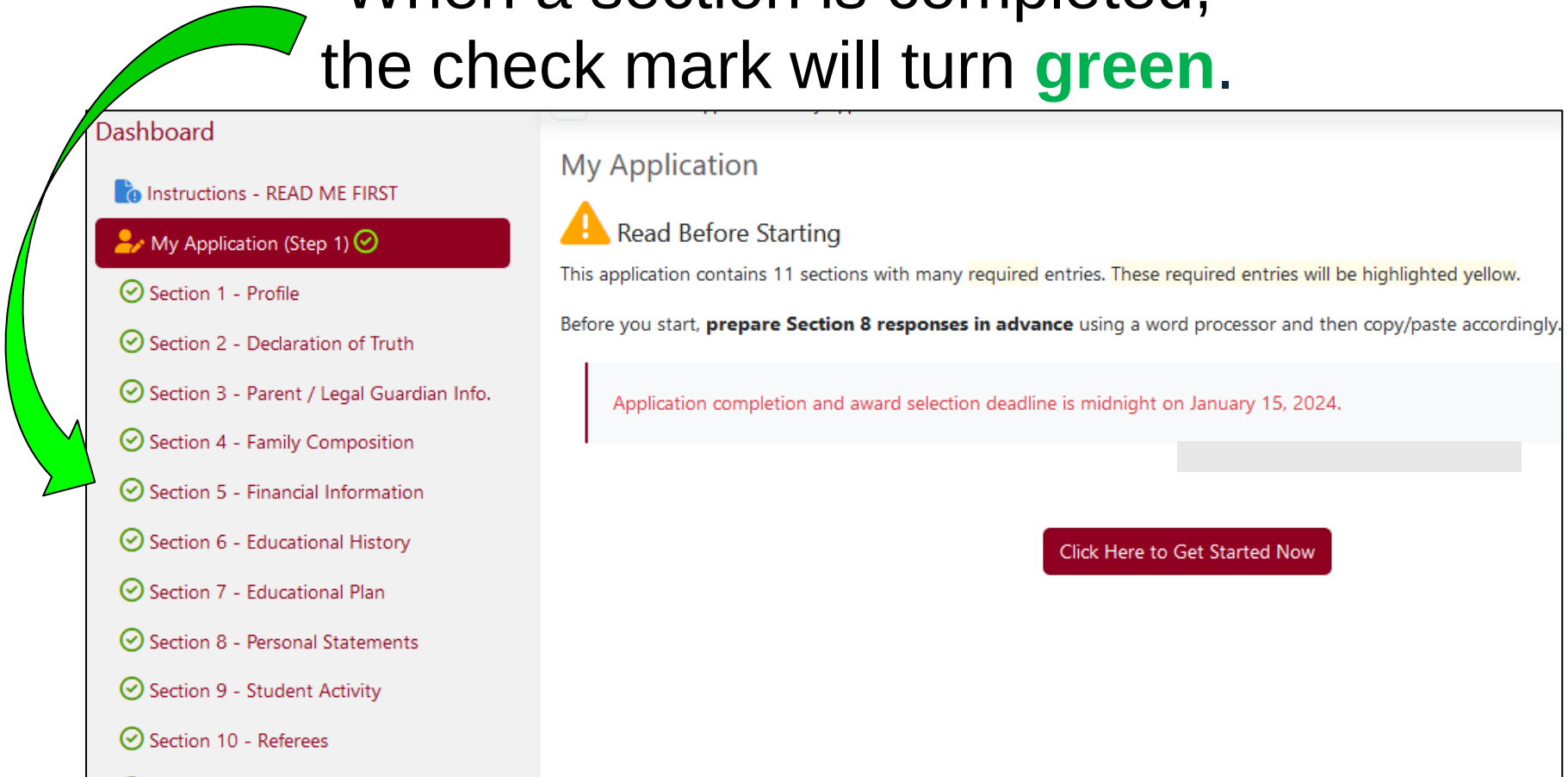


Click on **My Application** to begin the application process.

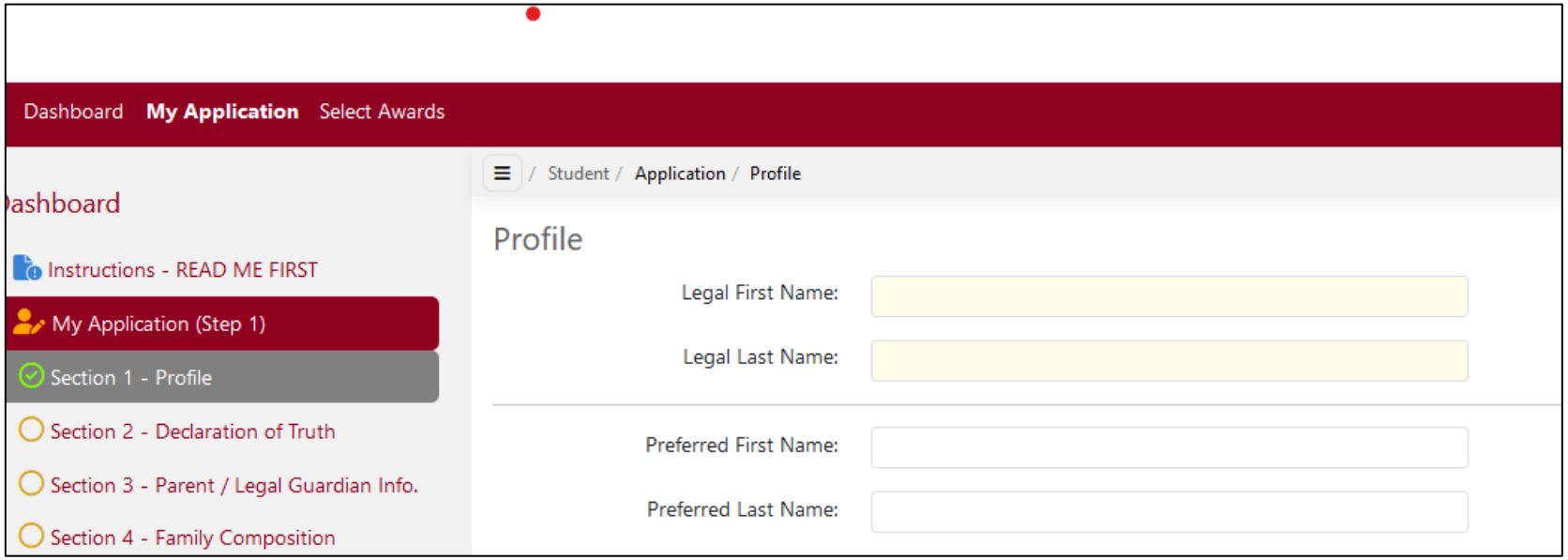
MY APPLICATION

There are **ten sections and the Application Completion step** to be completed.

When a section is completed, the check mark will turn **green**.



MY APPLICATION



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



Students should **SAVE** as you go and may edit as often as you wish until the site closes at **11:59 pm on Jan. 20th.**

MY APPLICATION

- Parent/Guardian digital signature is required. It is **CRUCIAL that you enter the correct email address for your parent/guardian.**
- As soon as you press save after entering their email address, an email will be sent to your guardian for a digital signature. Although we do require contact information for all parent/guardians, **COBSS only requires ONE digital parent/guardian signature**.
- Parents/Guardians Digital Signature Instructions are on the COBSS website.
- **Be sure to check your application to confirm parent/guardian digital signature is completed prior to the application close date.**

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. (after 480 mins)
  ** *Remember to click "Save & Continue" before moving on*

TIP: Compose paragraphs in a Google Doc, 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, grammar and punctuation.

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**
1. **Volunteer Experience**
1. **Paid Work Experience**

MY APPLICATION

Under each activity heading, list **(up to)** **3 of the MOST SIGNIFICANT** activities in which you have been involved. *(no more than 3)*

For each activity, provide:

1. Organization
2. Your activities/responsibilities/duties
3. Dates (mm/yyyy-mm/yyyy)
4. Estimated total activity hours (per week)
5. Total overall hours

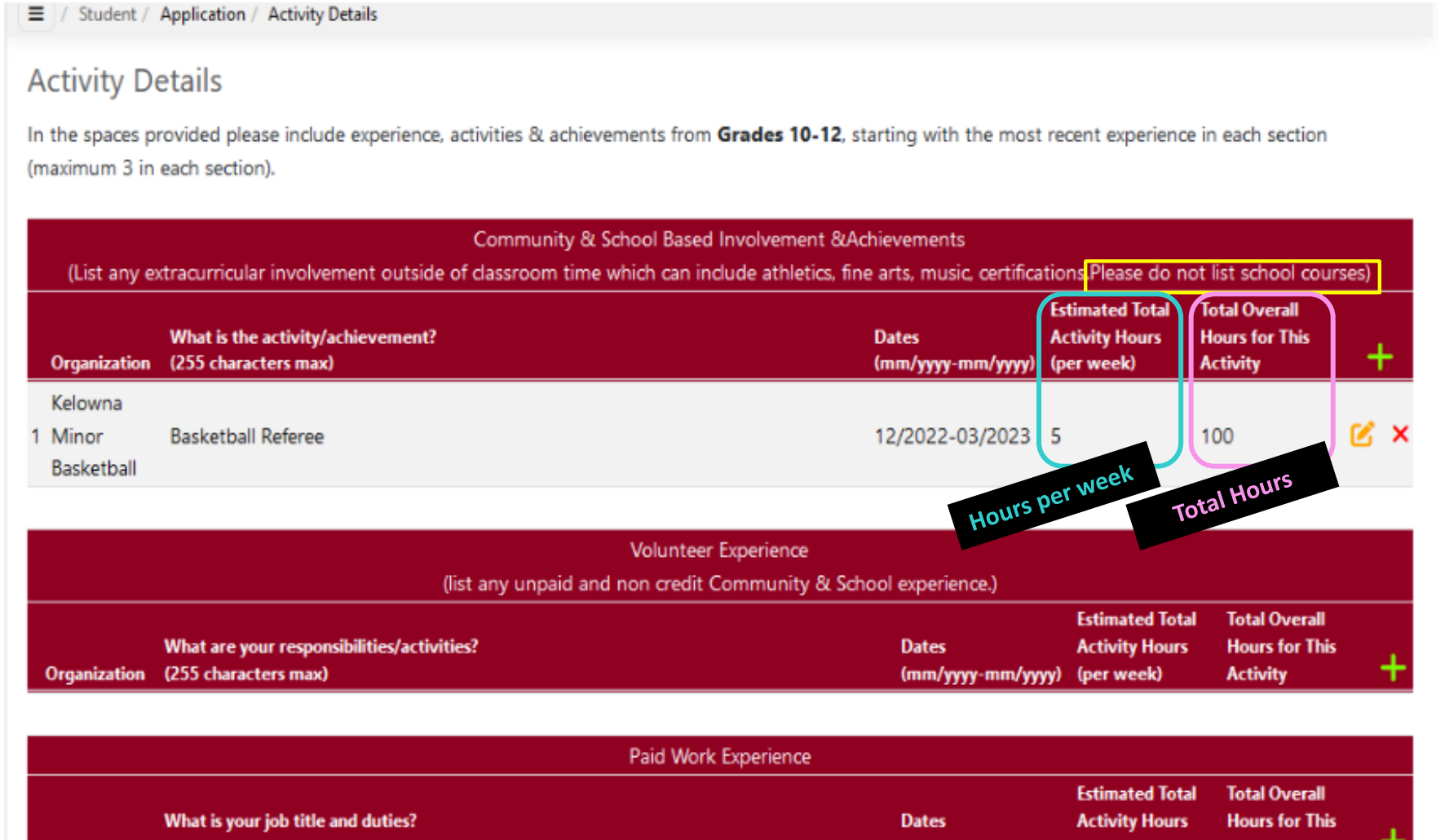
TIP:

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

MY APPLICATION

Ex. of Community & School Based Involvement & Achievement:

(use the green + button to add details to each section)



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:

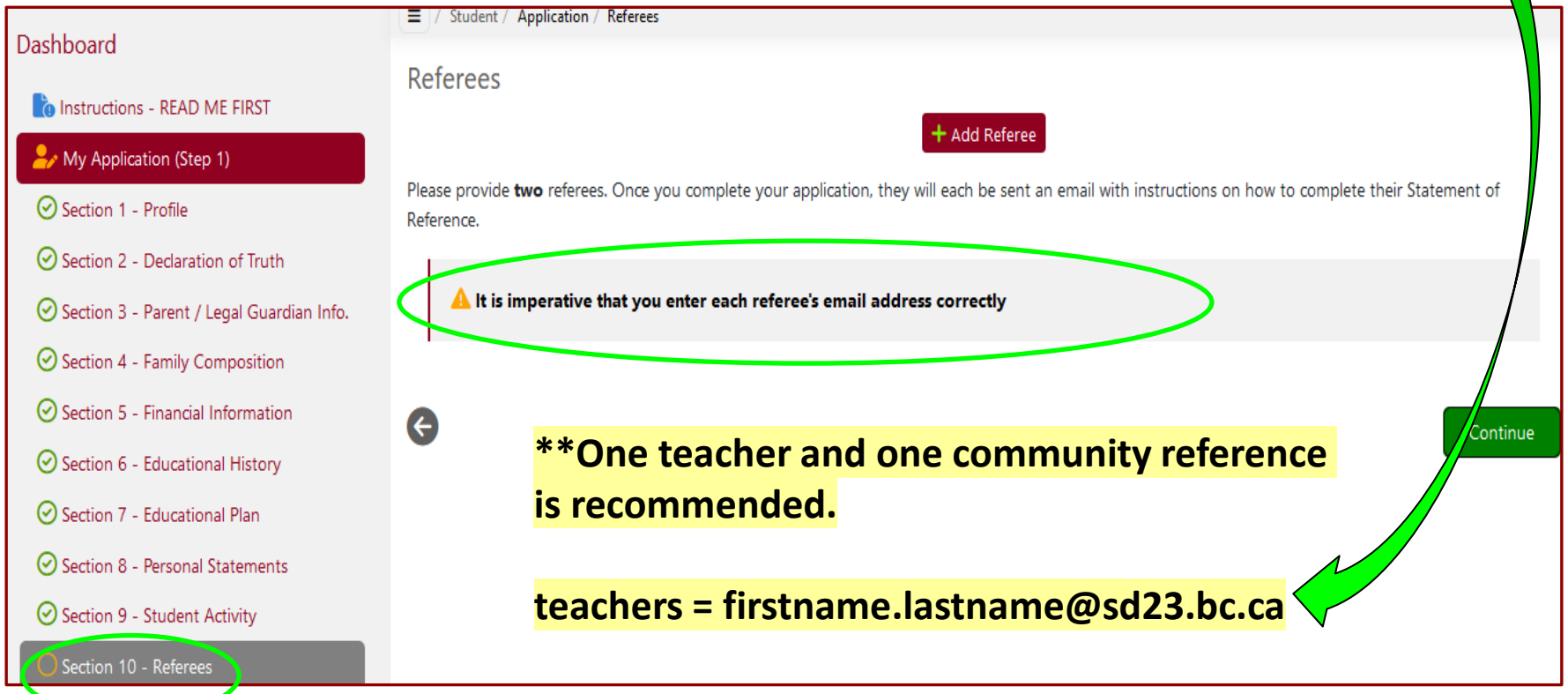
- You have 1000 characters to answer this question.
- Remember that award selection is based on active citizenship so this is a good place to expand on your involvement and include reflective learning.

STATEMENT OF REFERENCE

- Students must provide 2 referees as references to your application.

Consider community people, employers, and teachers as potential referees.

- **Choose referees carefully and <u>contact them in advance for permission</u>.**



STATEMENT OF REFERENCE

It is **CRUCIAL** that you enter the **CORRECT EMAIL ADDRESS**!

An email is sent from noreply@sd23.bc.ca to the referee as soon as you click save, so have your references check spam / junk / quarantined messages to find the email.

Referee instructions and a Sample Reference are available on the COBSS website.

Be sure to check your application to confirm two reference digital signatures are completed prior to the close date. Once a referee starts the process, you will be unable to make a reference change.

IT IS YOUR RESPONSIBILITY TO ENSURE YOUR APPLICATION IS COMPLETE WITH ALL DIGITAL SIGNATURES & REFERENCES!

MY APPLICATION

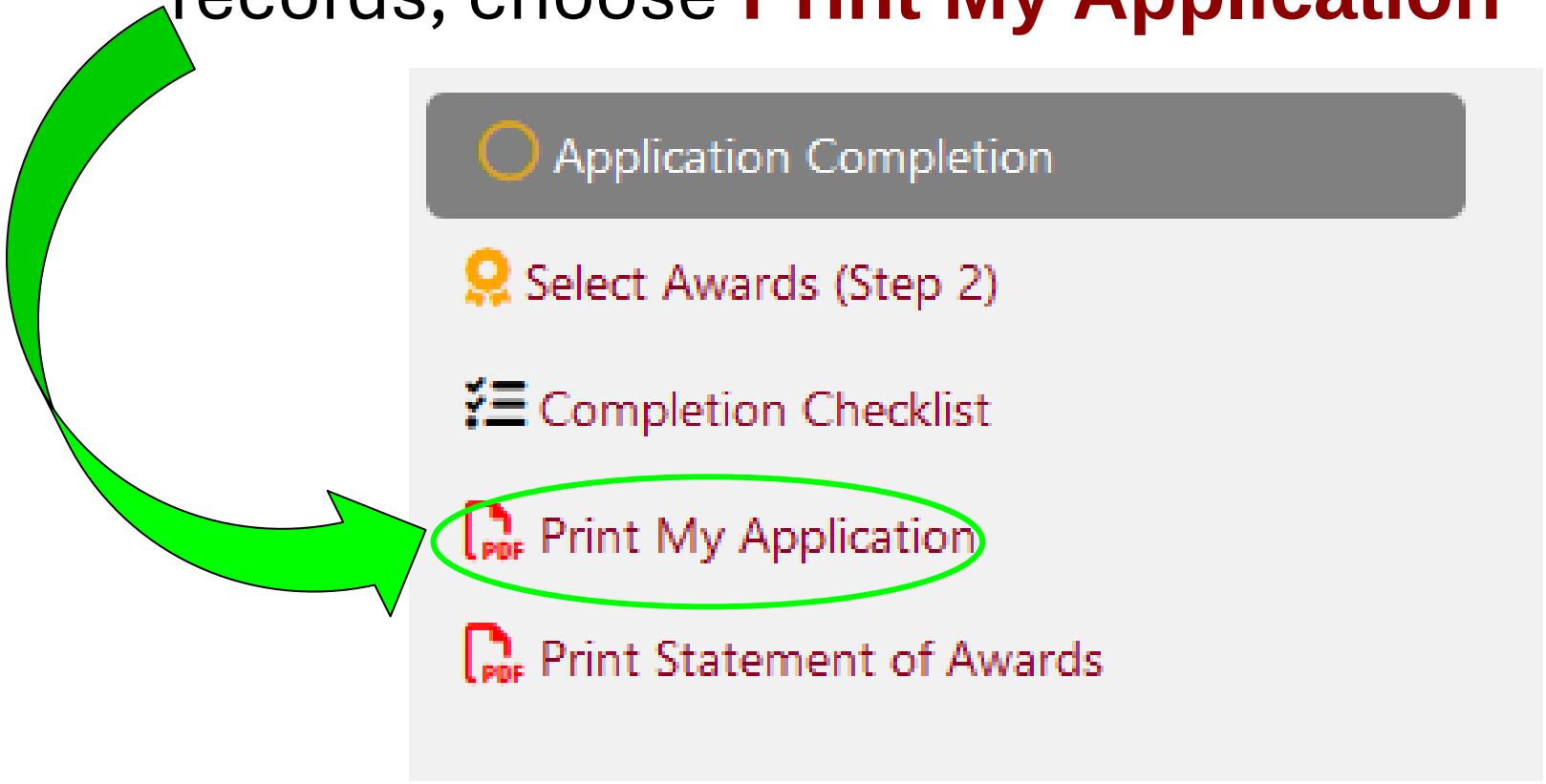
- **Student digital signature** is required to confirm applicant meets **all** eligibility requirements and all information is accurate.
- **Parent or guardian digital signature** is required to confirm that financial information is accurate.

Parents/Guardians Digital Instructions are on the COBSS website.

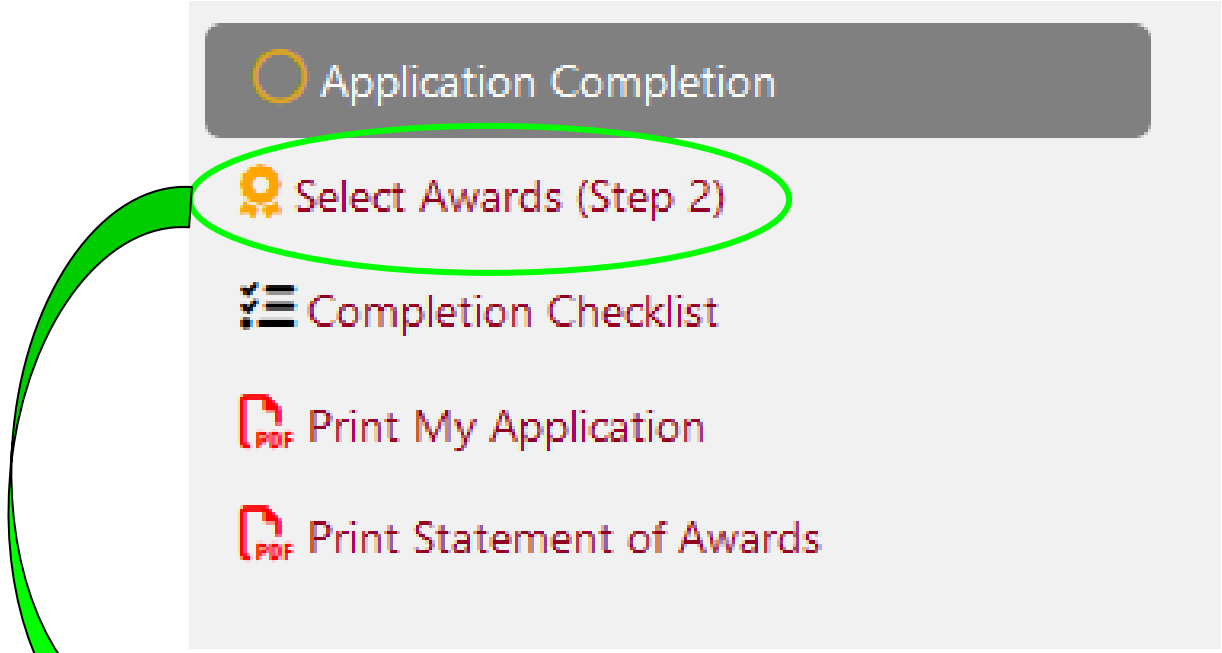
IT IS YOUR RESPONSIBILITY TO ENSURE YOUR APPLICATION IS COMPLETE WITH ALL DIGITAL SIGNATURES & REFERENCES!

MY APPLICATION

If you wish to print a copy for your own records, choose **Print My Application**



SELECT AWARDS

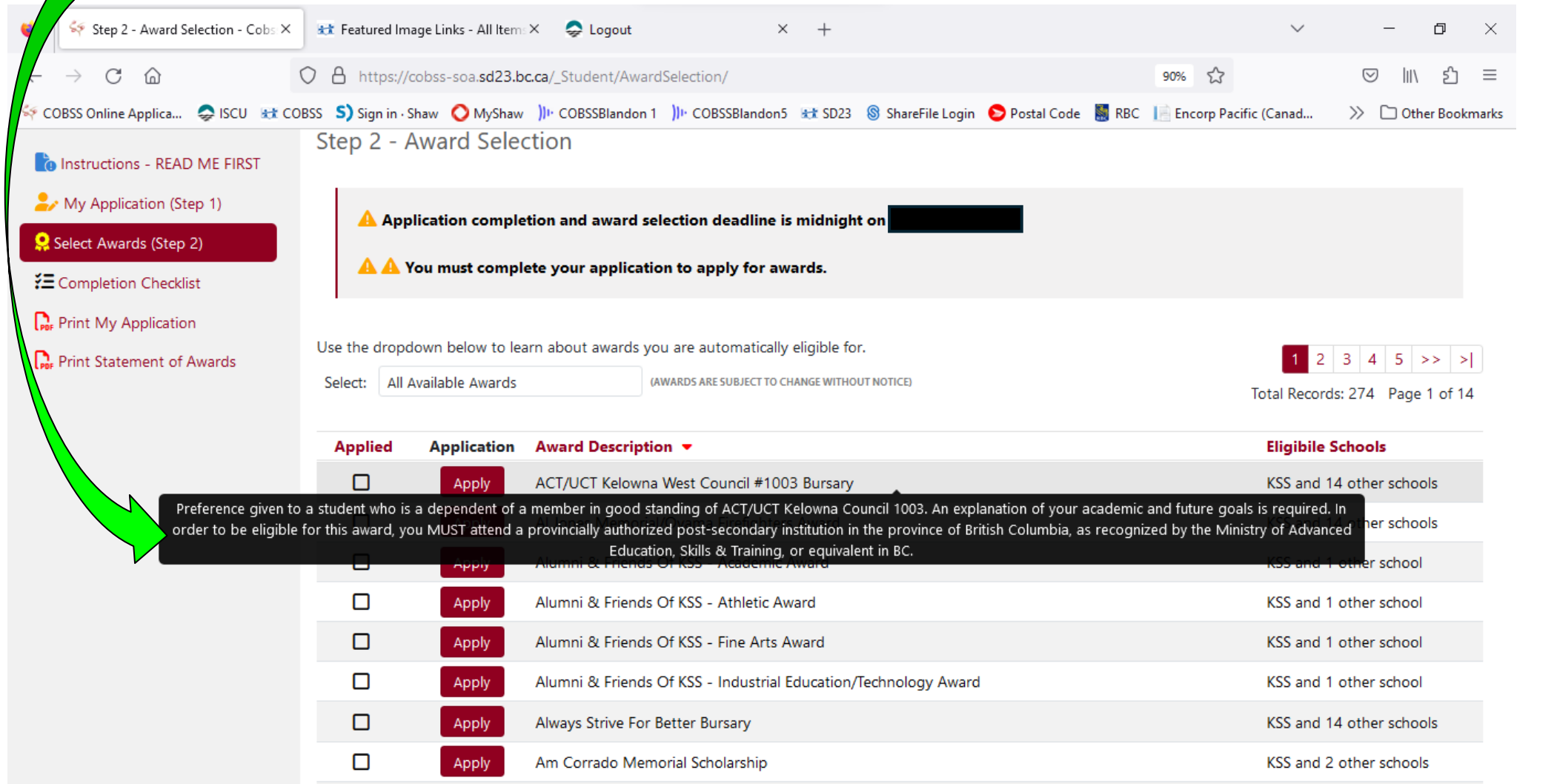


This step is MANDATORY to complete.

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

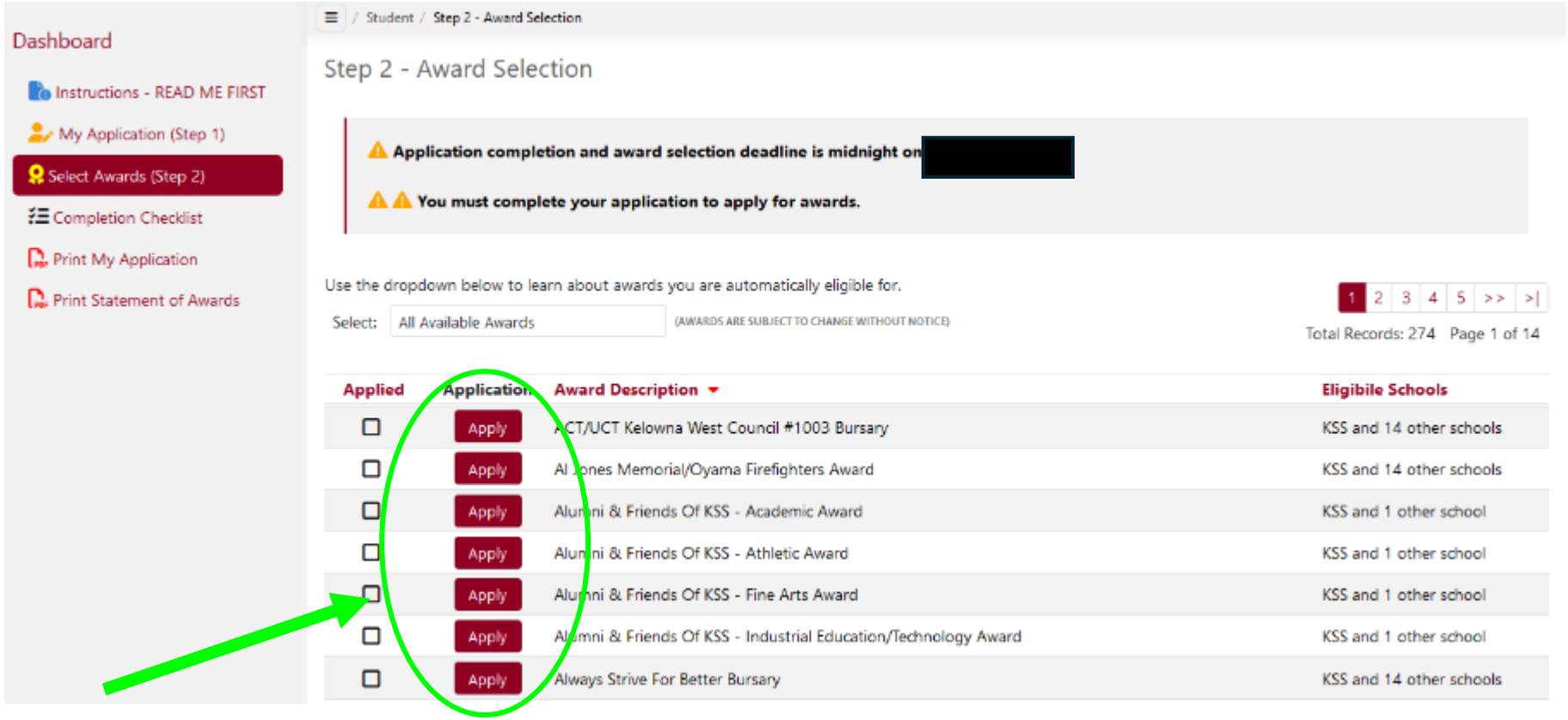
SELECT AWARDS

To view criteria for each award, hover over title.



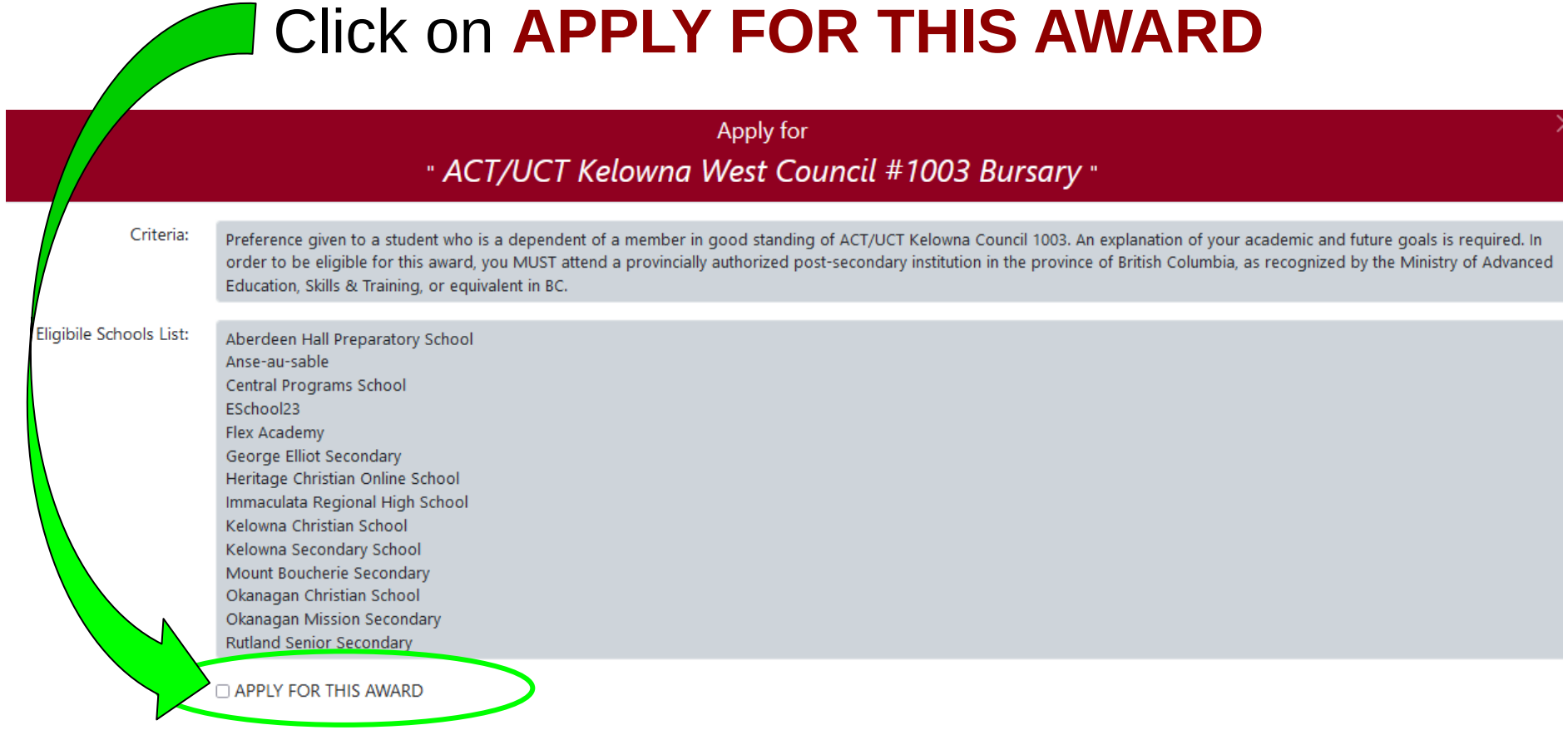
SELECT AWARDS

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



SELECT AWARDS

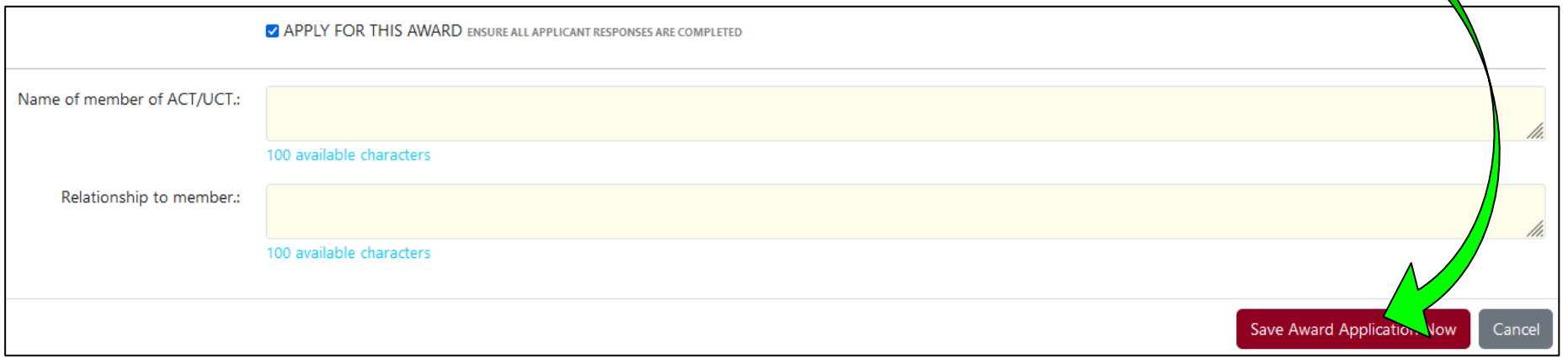
Click on **APPLY FOR THIS AWARD**



SELECT AWARDS

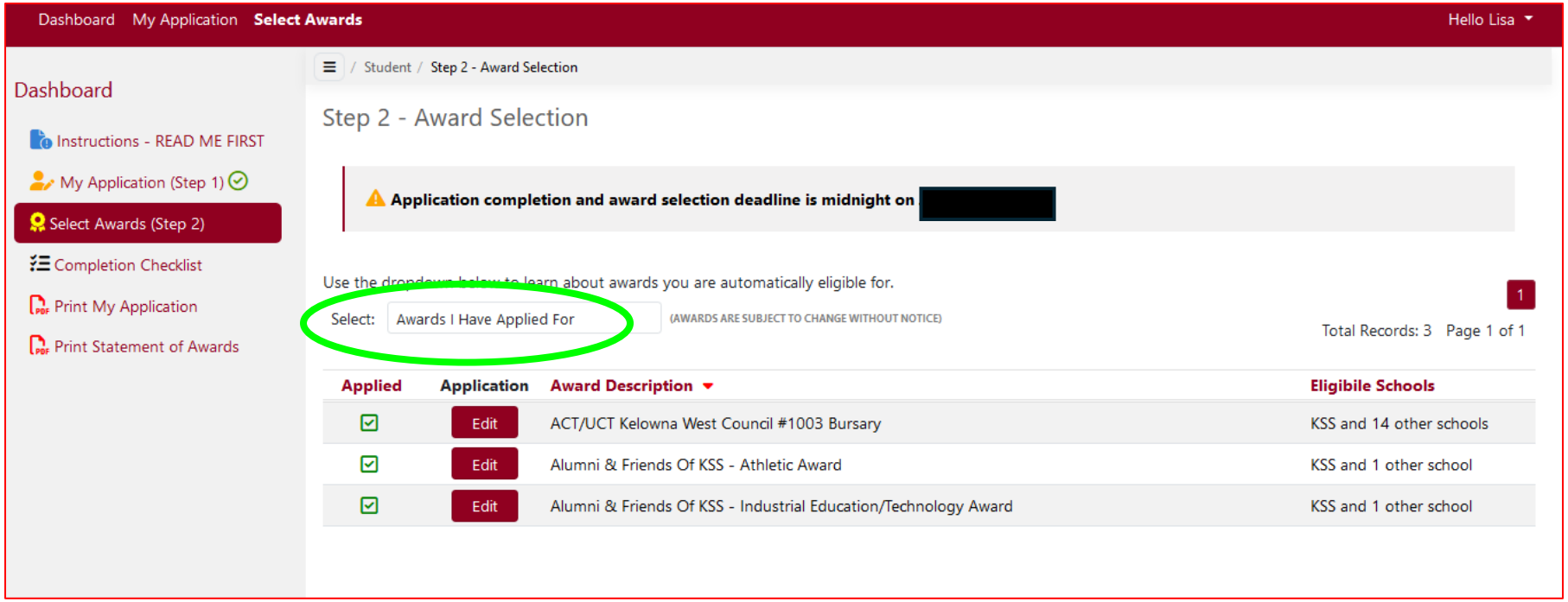
<u>If prompted</u>, fill in **Applicant Responses** to explain eligibility and additional information requested by the donor.

A **Save Award Application Now** button is at the bottom of each screen to **save** information.



AWARDS APPLIED FOR

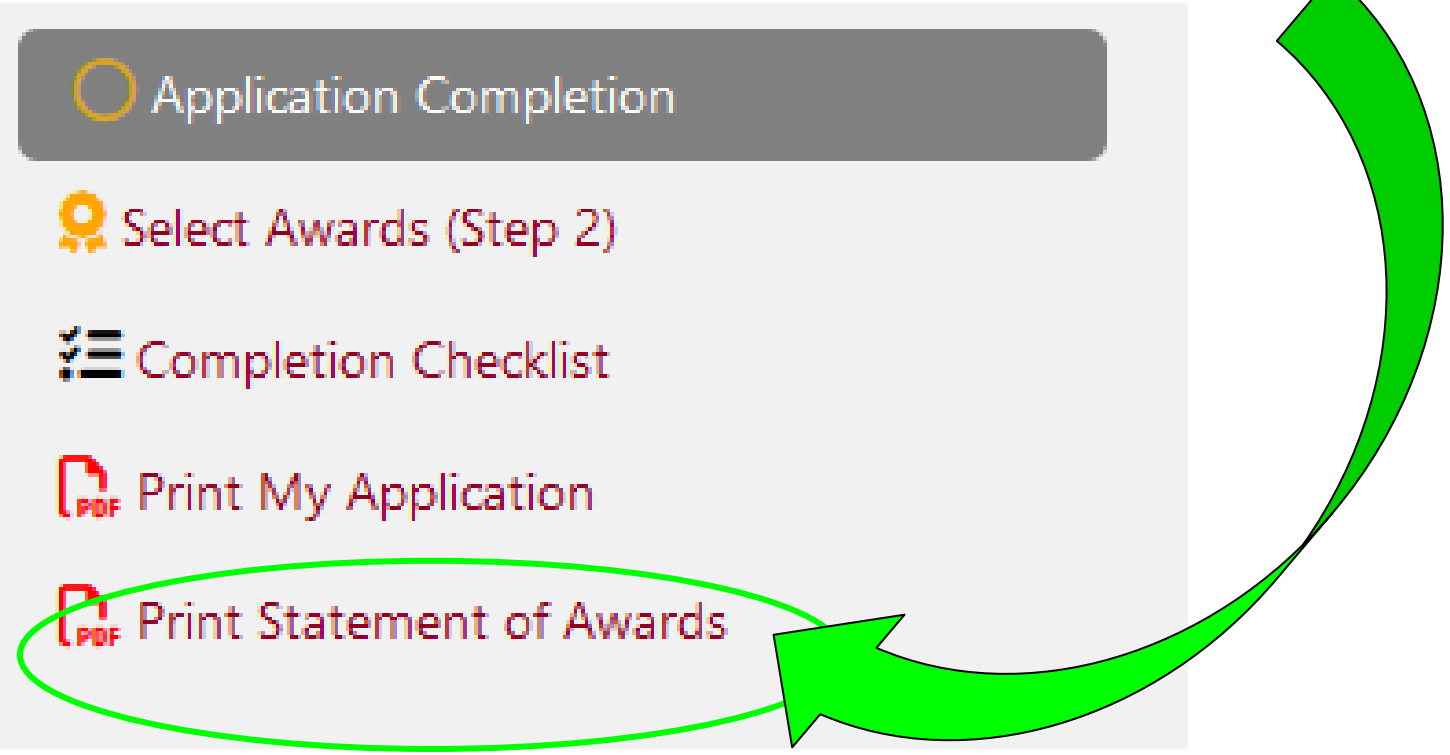
When all eligible awards are selected, use the drop down menu to view awards applied for:



TIP: **DO NOT apply for every single award.**
Apply only to those you qualify for.

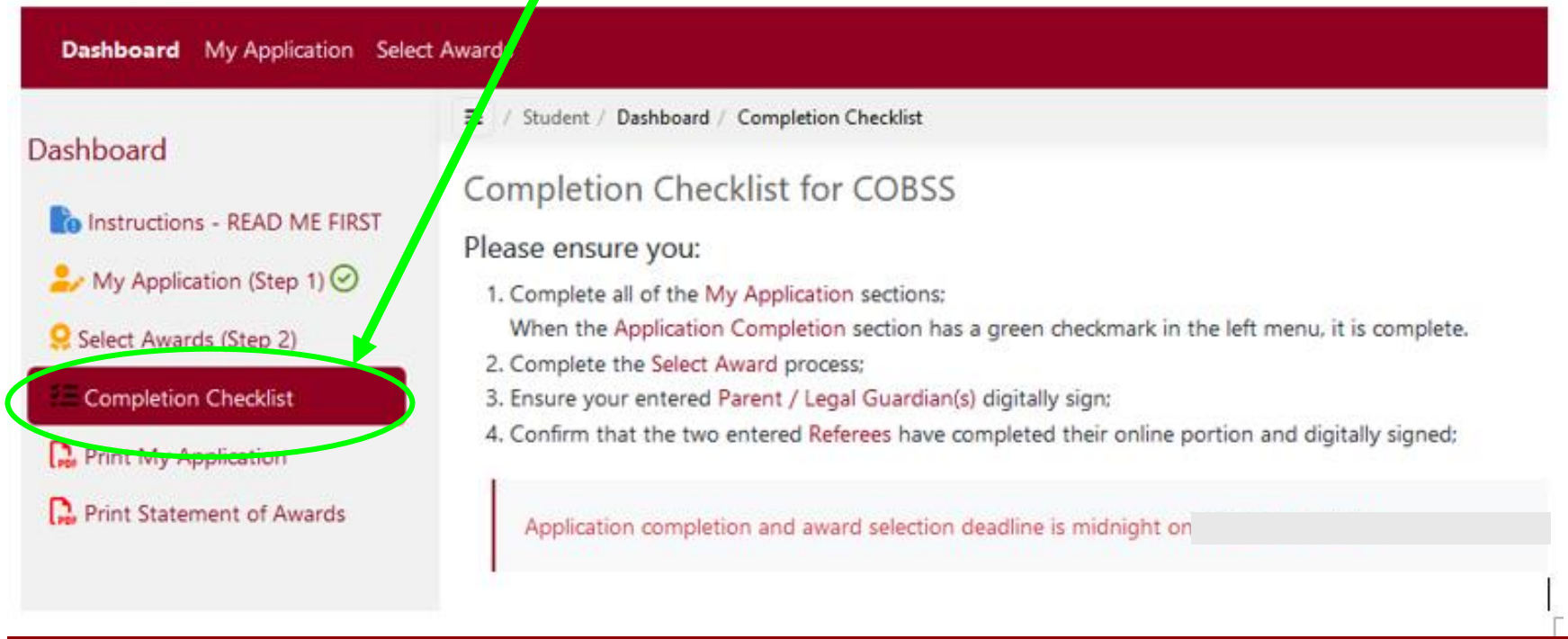
MY APPLICATION

If you wish to print a copy for your own records, choose **Print Statement of Awards**



COMPLETION CHECKLIST

When you have completed Steps 1 & 2, click on **Completion Checklist** to review.



There is NO “submit” button. It is complete when every section is complete AND all digital signatures and references are complete.

COMPLETION

Applications **must be completed on time.**

NO EXCEPTIONS.

Prior to the due date, you must log back in to your application to confirm that:

- ✓ your parent/guardian has completed their digital signature

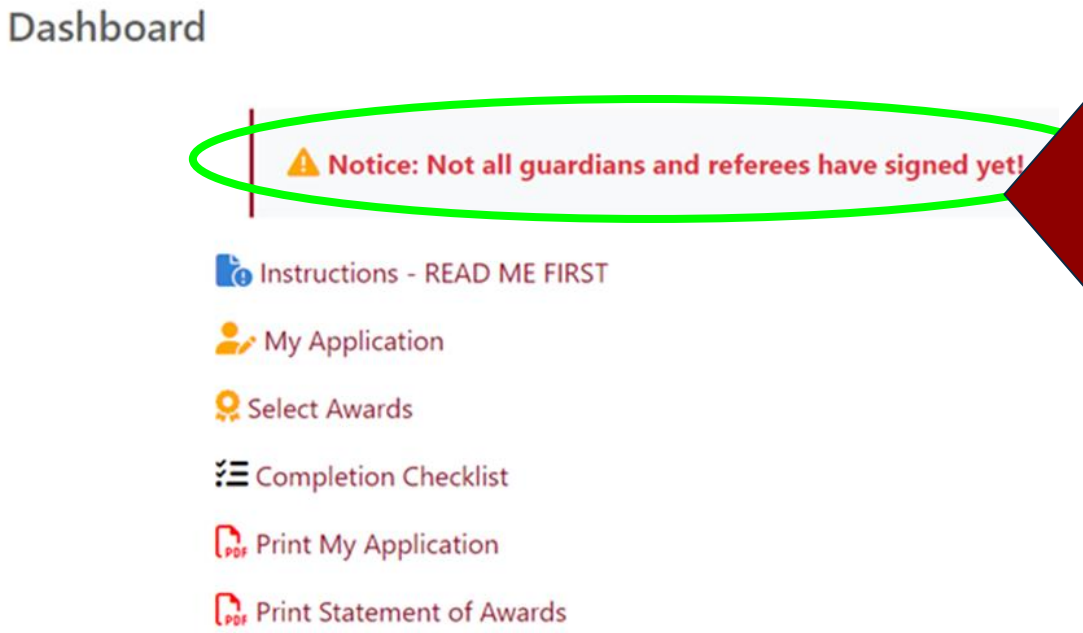
AND

- ✓ your references have completed their online documents.

Transcript – will be added by your school counsellor

COMPLETION

Applications **must be completed on time.** **NO EXCEPTIONS.**



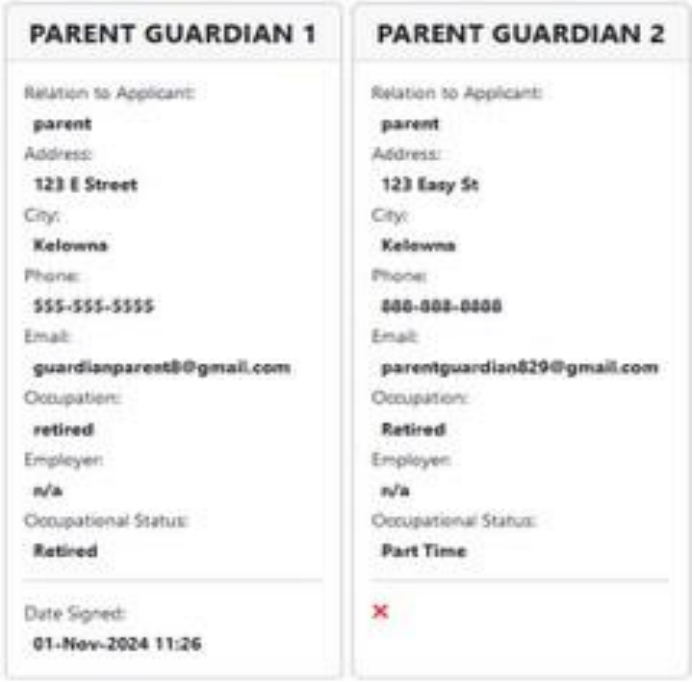
Confirm parent/guardian signature & references are complete on your application Dashboard.

Check for the **ALERT** that tells you signatures are missing!

COMPLETION

HOW TO CHECK WHAT IS MISSING?

- Go to **My Application**
- Go to **Section 3**
  (Parent/Guardian Signature)
  ****Only 1 signature needed**



PARENT GUARDIAN 1	PARENT GUARDIAN 2
Relation to Applicant: parent	Relation to Applicant: parent
Address: 123 E Street	Address: 123 Easy St
City: Kelowna	City: Kelowna
Phone: 555-555-5555	Phone: 888-888-8888
Email: guardianparent8@gmail.com	Email: parentguardian829@gmail.com
Occupation: retired	Occupation: Retired
Employer: n/a	Employer: n/a
Occupational Status: Retired	Occupational Status: Part Time
Date Signed: 01-Nov-2024 11:26	✗

✓ If complete, a **DATE OF COMPLETION** is displayed.

✗ If **no DATE COMPLETION** → follow up with your people to ensure they complete their part.

KEEP CHECKING YOUR DASHBOARD to VERIFY COMPLETION!!

COMPLETION

HOW TO CHECK WHAT IS MISSING?

- Go to **My Application**
- Go to **Section 3**
  (Parent/Guardian Signature)



✓ If complete, a **DATE OF COMPLETION** is displayed.

✗ If **no DATE COMPLETION** → follow up with your people to ensure they complete their part.

KEEP CHECKING YOUR DASHBOARD to VERIFY COMPLETION!!

DUE DATE

Your COBSS online application package will be submitted automatically on:

Mon. Jan. 20th at 11:59 pm

Plan your time accordingly.

You <u>CANNOT</u> make changes or print after this time.

PLEASE REMEMBER

If you are a COBSS award recipient, please:

Write an immediate thank you note to your donor.

…and a follow up thank you note in the early fall is always a kind gesture.

TIP:

- Note your awards (file, binder, phone notes, etc.) 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 will I know if I have received a COBSS award?

Answer:

Awards are typically presented to individual student recipients at the school graduation ceremonies.

FAQ’s

Question:

Will my COBSS award expire?

Answer:

Yes. COBSS awards presented this year are valid until November 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 November 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 do I do with a COBSS award?

Answer:

A Certificate of Award is issued to you when you receive the award at graduation. Included is a letter outlining how to claim your award. Please read those documents carefully.

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 November 1st deadline, **please contact COBSS at cobss@shaw.ca as soon as possible.**

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, check back in the COBSS instructions.

Your school counsellor can help if you get stuck.

Remember, the site closes Mon. Jan. 20th at 11:59 pm !

!!! IMPORTANT !!!

Students are responsible to ensure the following:

- ENTIRE application is completed & signed
- parent digital signature completed
- reference #1 form completed
- reference #2 form completed

Without these, your application is INCOMPLETE and will not be considered.

Please Remember …

Your COBSS online application package will be submitted automatically on:

Mon. Jan. 20th at 11:59 pm

Plan your time accordingly.



You <u>CANNOT</u> make changes or print after this time.