**Tips for Completing CEC Scholarship Form Part 2**

**General Tips:**

* You cannot get credit for the same activity under two categories – and the Selection Committee can only work with what has been written in each category as you have submitted it. You might want to complete a rough draft first and ask someone to proofread for you.
* Please make sure the hours that you claim for activities are **reasonable**. Under-estimating your time commitment means that you will not get as much credit for your activities as you deserve. Over-estimating gives a poor overall impression.
	+ About an hour a week for the entire school year would be 40-45 hours
	+ About three hours a week for the entire school year would be about 120 hours
	+ An intensive activity (15 hours a week) that takes two or three months would give something like 150 hours
	+ Be cautious claiming 500+ hours in a year as very few activities will reasonably have this kind of time commitment. For Example:
	+ 520 hours / year = 10 hours week, every single week of the year
	+ An average high school student will spend about 1000 hours in school this year
	+ A person working 40 hours a week for all 52 weeks of the year will spend 2080 hours at their job
* Do not assume that everyone knows what you are talking about or why a certain activity has been written in a certain spot. Wherever possible, include a brief description of the activity / your role in the activity. This allows the committee to better evaluate your overall leadership, volunteerism, involvement, etc.
* For example:
	+ “Math League – weekly practices and 3 competitions”
	+ “Captain of hockey team” vs “Captain of hockey team – ran warm ups at each practice”
	+ “St Andrew’s Sunday School” vs “St Andrew’s Sunday School – teacher’s assistant in gr2 class”

**Leadership:**

* This section should include activities where you have a clear leadership role (you can describe duties) and activities that are clearly planned to build leadership skills.
* For Example:
	+ Officer in Cadets (outline your duties)
	+ Head of a Committee (outline your duties)
	+ Captain of a team (outline your duties)
	+ Shift manager (outline your duties)
	+ Teaching swim lessons or Sunday School (outline your duties)
	+ 4H Junior Leader (outline your duties)
	+ NSSSA conferences (you might describe the focus of the conference)
	+ Legion Leadership programs (you might describe the focus of the program)

**Leadership (continued):**

* While you could not include associated hours, you might also include any awards you have won based on your leadership roles
* While it is appropriate to include Leadership Activities that you were required to do as part of schoolwork (a Leadership Course or the IB Leadership Retreat), the Selection Committee tends not to value them as much *unless you include more detail about your own leadership role.*
* If you cannot specifically describe how an activity allowed you to show leadership skills, it probably does not belong in this section.

**Volunteerism:**

* This section should include activities where you have donated your time and energy to the community somehow. This section should not include anything that you are paid for.
* For Example:
	+ Volunteer porter at hospital (helping patients around hospital)
	+ SPCA (walking dogs and cleaning animal pens)
	+ Minor official at CEC Girls’ Volleyball games (time-keeping and score-keeping)
	+ DJ Club (provided music for school dances and Safe Grad)
* While you could not include associated hours, you might also include any awards you have won based on your volunteering.
* Typically it would not be appropriate to include volunteering for family members in this section (“shoveling grandparents’ driveway”) unless it is a major time commitment and/or also involves giving back to the community (for example, if your aunt co-ordinates the Hospital Hubbub and you volunteered at it)

**Other Activities:**

* This section is meant to show off other ways that you are involved in the school and community. This is where you include everything that is not clearly a Leadership or Volunteering activity.
* In this section, it is less important that you include details but they never hurt
* For Example:
	+ CC Riders Soccer Team
	+ Member of Ensemble, “Joseph and the Amazing Technicolor Dream Coat” CEC School Musical 2018
	+ Part-time job at Tim Horton’s
	+ Member of CEC Debate Team
	+ CEC Ski Team
	+ First Baptist Girls’ Choir Member
	+ Nova Scotia Skills Competition