

DRCSS Scholarships - Block 2

Thank you to the generous sponsors for making these awards possible!

Block 1 Scholarships must be uploaded AS A PDF to Teams by Thursday, May 7, 2026 at 12:00 p.m. (noon). To create a PDF from Word select 'File' then 'Print'. For the 'Print Destination' select 'Save as PDF' or 'Microsoft Print to PDF'. If you cannot turn your letter into a PDF, please email shannon.davies@mvsd.ca or see Ms. Davies in the library.

All scholarships will be posted as assignments on the **Grade 12 Students and Scholarship Applications Team**. Upload your letters **AS PDFs** and other required documents (transcript, letter of acceptance or application, and Personal Data Inventory) to the assignment with the appropriate title.

Scholarship Letters

Each scholarship applied for requires a one-page letter (**one-sided, 1" margins, size 11 or 12 font**) outlining:

- Your post-secondary plans,
- Information and examples about why you would be the most suitable candidate for the specific scholarship, **based on the criteria for the scholarship**, and
- Other applicable information included in the letter that would help in the selection process.

Make certain that **each letter is specific to the scholarship being applied for**, not just one general letter for all scholarships. A sample letter follows the scholarship descriptions.

Supporting Documents

The following supporting documents need to be uploaded to the appropriate assignment on Teams (this only needs to be done once):

- a. Proof of acceptance into, or confirmation of application to, a program of study (this can be a copy of a letter of acceptance, conditional acceptance, confirmation of application email, etc.),
- b. A transcript (**this needs to be requested from Mrs. Foote (kiera.foote@mvsd.ca) at least a few days before the application deadline**), and
- c. A completed *Personal Data Inventory* sheet. Copies of the inventory sheet and a sample letter follow the scholarship descriptions.

Upload **only the scholarship letter PDF to the assignment with that name, and only upload the transcript, Personal Data Inventory, and proof of application to each assignment with that name.**

Remember: Criteria vary for each scholarship. Please review each scholarship description carefully and apply specifically to those that pertain to you.

Please contact Ms. Davies at shannon.davies@mvsd.ca if you have questions or would like feedback on one of your letters to apply suggestions to other letters. Edit and revise your letter before requesting feedback on grammar, spelling, mechanics, content, and organization.

Keep copies of these scholarship letters to assist with scholarship applications during your post-secondary education. Many scholarships are available throughout your education; explore your options!

To access the DRCSS Scholarship Calendar visit

https://drcss.mvsd.ca/apps/pages/index.jsp?uREC_ID=1069979&type=d&pREC_ID=1357021

The following scholarship does not require applicants to be registered in a post-secondary program.

David Boyd Jr. Memorial Scholarship (\$100)

Awarded to a student who has demonstrated dedication, skill, and high academic achievement in power mechanics.

The following scholarships require applicants to be registered in a post-secondary program, or preference will be given to applicants registered in a post-secondary program.

Armstrong Management Ltd Scholarship (\$500)

Awarded to an individual who demonstrated leadership, commitment to academics and extra-curricular activities at DRCSS, and is pursuing post-secondary education in business administration or accounting next year.

Dauphin Active Living Centre Scholarship (\$500)

Awarded to an individual with high scholastic achievement who intends to pursue education at the post-secondary level.

Dauphin Clinic Pharmacy Scholarship (\$500)

Awarded to a student with commendable academic performance, who is planning to enter pharmacy, medicine, nursing or any other health-related field. Extra-curricular activities, volunteerism, and strong community service are also important determining factors.

McMunn and Yates Building Supplies Scholarship (\$250)

Awarded to a student pursuing post-secondary education and/or training in the field of building and construction.

Ochre River Snowmobile Club Scholarship in Memory of Wayne Thompson (\$1000)

Awarded to a graduating student who is going on to a post-secondary trades program, and attends high school in the Ochre River Snowmobile trail system (which includes DRCSS), and volunteers in the community.

Parkland Sport and Marine Scholarship (\$500)

Awarded to a deserving student pursuing a post-secondary education.

Richard Bogoslawski Memorial Scholarship (\$250 x 2)

Awarded to a student who participated on the DRCSS badminton, baseball, slow-pitch or fastball team. The recipient is a student who has displayed good sportsmanship and positive leadership. Preference is given to those applicants who are pursuing athletics or a sports related field in post-secondary studies.

Formatting a Business (Scholarship) Letter

- **Change ‘Normal’ to ‘No Spacing’ by clicking the drop down beside the word ‘Normal’** (top centre – if you don’t see the word ‘Normal’ you may need to click the drop down on the far right and select ‘Classic Ribbon or hover over the words listed above the document).
- **The whole letter is**
 - **written in size 11 or 12 font,**
 - **is single-space with a double-space after the greeting, between paragraphs, and after the closing, and**
 - **extra spacing after the applicant’s address and the date to centre the letter from top to bottom if needed.**

If you have already started typing your letter before changing ‘Normal’ to ‘No Spacing’, you will have to go to ‘Edit’ and ‘Select All’ and then change the settings by following the directions below.

1. Change ‘Normal’ to ‘No Spacing’ (top centre)
2. Select ‘Paragraph’ then 1.0 to make sure you are in single-space
3. Select ‘Layout’ and then ‘Margins’ then ‘Normal’ to make sure you have 1” (2.54 cm) margins
4. Change the font size to 11 or 12 if it changed
5. Add a few spaces after the applicant’s address and date if needed, and one space after each paragraph if the spaces disappeared when you selected ‘No Spacing’

In the upper left corner 2.54 cm (1”) from the top of the letter write the following information;

Student’s Address

Student’s Town, MB Student’s Postal Code

Month Date, 2025

Dear *Name of Scholarship* Selection Committee:

See the next page for the sample scholarship letter. Ensure that your letters’ paragraphs have information that meets the criteria for each scholarship.

For example,

- If it is for a deserving student, discuss what makes you deserving.
- If it is for a particular educational area or career, discuss your plans and interest in the area.
- If it is for academics and particular area, discuss your academic achievement and the area.

The sample letter does not meet the specific criteria for each scholarship.

Ensure that you turn your letter into a PDF before you upload it to Teams. To create a PDF from Word select ‘File’ then ‘Print’. For the ‘Print Destination’ select ‘Save as PDF’ or ‘Microsoft Print to PDF’.

If you cannot turn your letter into a PDF, please email shannon.davies@mvsd.ca or see Ms. Davies in the library.

SAMPLE SCHOLARSHIP LETTER

222 Two Door Terrace
Dauphin, MB R7N 2D2

Applicant's
Address

Month Date, 2025

Dear *Name of Scholarship* Selection Committee:

I am applying for the *Name of Scholarship*. I will be attending McGill University as a political science major this fall, with the intention of pursuing a career in public policy and ethics, or law.

I am a hard-working student who strives for high achievement in everything I do. I have had high academic standing in all my courses all four years I have been at DRCSS, maintaining an average of at least 90% in these courses. I have also assisted other students with courses in math and science by meeting with them one on one to provide volunteer tutoring.

I am always willing to lend a hand, and commit to volunteering when I am not participating in an extra-curricular activity or working as a host at Mr. Mikes. I volunteer weekly at the personal care home to spend social time with the residents and assist them with many of their needs. I also volunteer twice a week with teaching guitar basics to students at a local Dauphin music studio.

I strive to achieve my best and act as a positive role model in extra-curricular activities, and have developed my leadership skills as captain of the volleyball team for the past two years. I demonstrate commitment to my team and my abilities by attending every practice to work on skill development and team strategy. I also encourage communication among the players to ensure that we are all working toward the same goals.

I have maintained good academic standing and extra-curricular participation while being involved in my community with social and arts volunteering. Thank you for considering me as a candidate for this scholarship.

Sincerely,

If you are printing and signing a copy, leave extra space here for your signature

Carmen Smith

DRCSS PERSONAL DATA INVENTORY

Name Phone Number:

Email (other than mvsd email):

When I graduate from high school, I anticipate the majority of my time will be spent doing the following: (circle the appropriate option and list the name of the specific job or school)

Work/Job

College

Apprenticeship Program

Trade/Technical School

University

Other (specify)

Planned Field of Study and Career Goals: (Indicate the faculty and/or program you are entering. If you are entering University 1, or a general program of study, indicate plans once this is completed)

Some of the scholarships indicate “financial need” as a criterion. Briefly explain how this may apply to you.

List extra-curricular activities (sports, clubs, committees, etc.) you have been involved in throughout high school. Indicate the years that you were involved in the activities (eg. Soccer team, grade 9-11; Yearbook, grade 10-12; ASA, grade 11-12)

List community activities/clubs you have been involved in (sports, music, dance, church groups, cadets, etc.) and the years that you have been or were involved in each of these.

Volunteer Experience

Awards and Achievements (academic, athletic, financial, etc.)

Leadership

Hobbies and Special Interests

Work Experience

Courses or training you have taken outside of school (CPR, Music Lessons, etc.)

Additional Information