

Student Success Portfolio Checklist

What to Include in your Portfolio to Support your Award/Scholarship Application Process

- ✓ **Transcript** - Have a copy of your High School transcript available to send with your applications. Not all scholarships, bursaries and awards require high marks, but in case they do, high marks are essential for as many years of education as possible. If it comes down to a few candidates with equal qualifications the committee will look further back in your mark statement. The transcript sent by the school has all of the years of your secondary education included.
- ✓ **Participation in School** - Being part of the school community is important. In your portfolio, you can keep a record of all the school clubs, sports and special events. Identify your leadership roles and how these have been actively contributing to the quality of your school life.
- ✓ **Participation in Community and Volunteerism** - It is also important to use your portfolio to keep a record of your community involvement. If you don't have time to belong to an ongoing community organization, volunteer at regularly occurring events. Consider volunteering for a local group such as a Thrift Shop, visiting a nursing home, after school mentoring of younger children, the local soup kitchen and/or boys' and girls' clubs. Volunteering over a long period of time demonstrates your commitment to supporting your local community.
- ✓ **Work** -Some organizations also want to know about your work experience. Getting and keeping a job shows that you are reliable and hard working. Your employer can attest to your work ethic and ability to follow directions, show initiative and be responsible as well as your ability to work well in a team with different age groups.
- ✓ **Awards** - List the name of the award, when you earned it (year/grade level), who you received it from and whether the award was at the school, community, province, or national level. Give the criteria used to determine your award, the importance of the award and how meaningful the award was to you.
- ✓ **References** - Choose the people who will write your references wisely. You need to be sure that they will give you a positive reference as well as be good writers and effective communicators. Try to vary them, someone from your education background,

an employer, your supervisor from where you volunteer, etc. It is often a good idea to ask a teacher, mentor, or coach for several copies of any letters of recommendation they provide. It is very helpful if the letters are generic for any award, scholarship, or bursary for which you are applying.

- ✓ **Personal Statement** -This is a common element used in college and scholarship applications and should be included in your portfolio. The personal statement is used to gain insight into an applicant's beliefs and core values, so it is important to take the time to draft a well-written description that does not simply regurgitate exactly what is in your resume or transcripts.
- ✓ **Final Notes** - Use adjectives when writing your descriptions to elaborate and give as much information as possible.

Save both paper and electronic versions of your documentation, just in case something is accidentally lost.

A well-organized Student Success Portfolio is the key to a successful application!