

**Central Okanagan  
Bursary and  
Scholarship Society  
Information  
2023-24**

# 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

# 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 FULL TIME** 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.
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

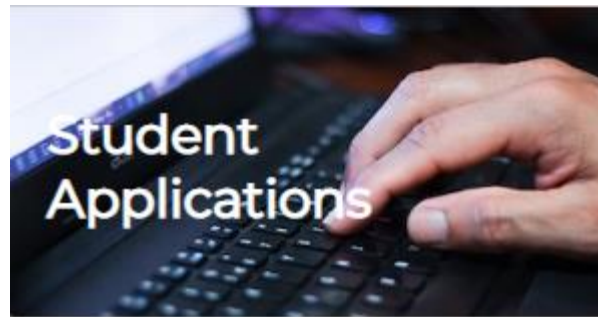
**BURSARY** – primarily based on financial need

**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:  
**[www.cobss.sd23.bc.ca](http://www.cobss.sd23.bc.ca)** – and follow link:



- If you are having difficulties, please see your school counsellor.
- The on-line application opens on **Nov. 28<sup>th</sup>**.

# ON-LINE APPLICATION



COBSS Central Okanagan Bursary And Scholarship Society

## Online Applications - Sign In

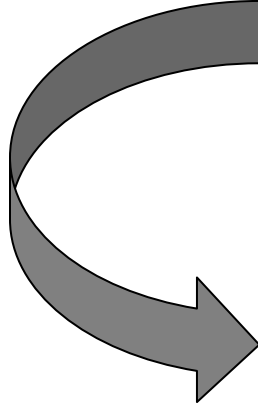
Email:

Password:

Remember me?

[Log in](#)

[New Students Register Here](#) [Forgot Password](#)



Click on **New Students Register Here**



# ON-LINE APPLICATION

## Online Application - Create Account

Legal First Name:

Legal Last Name:

Email:

PERMANENT, NON-SCHOOL EMAIL ADDRESS

Confirm Email:

Password:

MIN. LENGTH 8, 1 NUMBER, MIX OF LOWERCASE & UPPERCASE, 1

SPECIAL CHARACTER

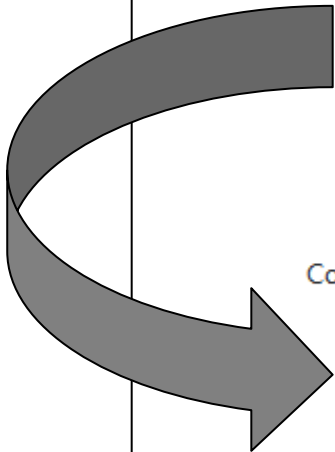
Confirm password:

Access Code:

PROVIDED BY YOUR SCHOOL

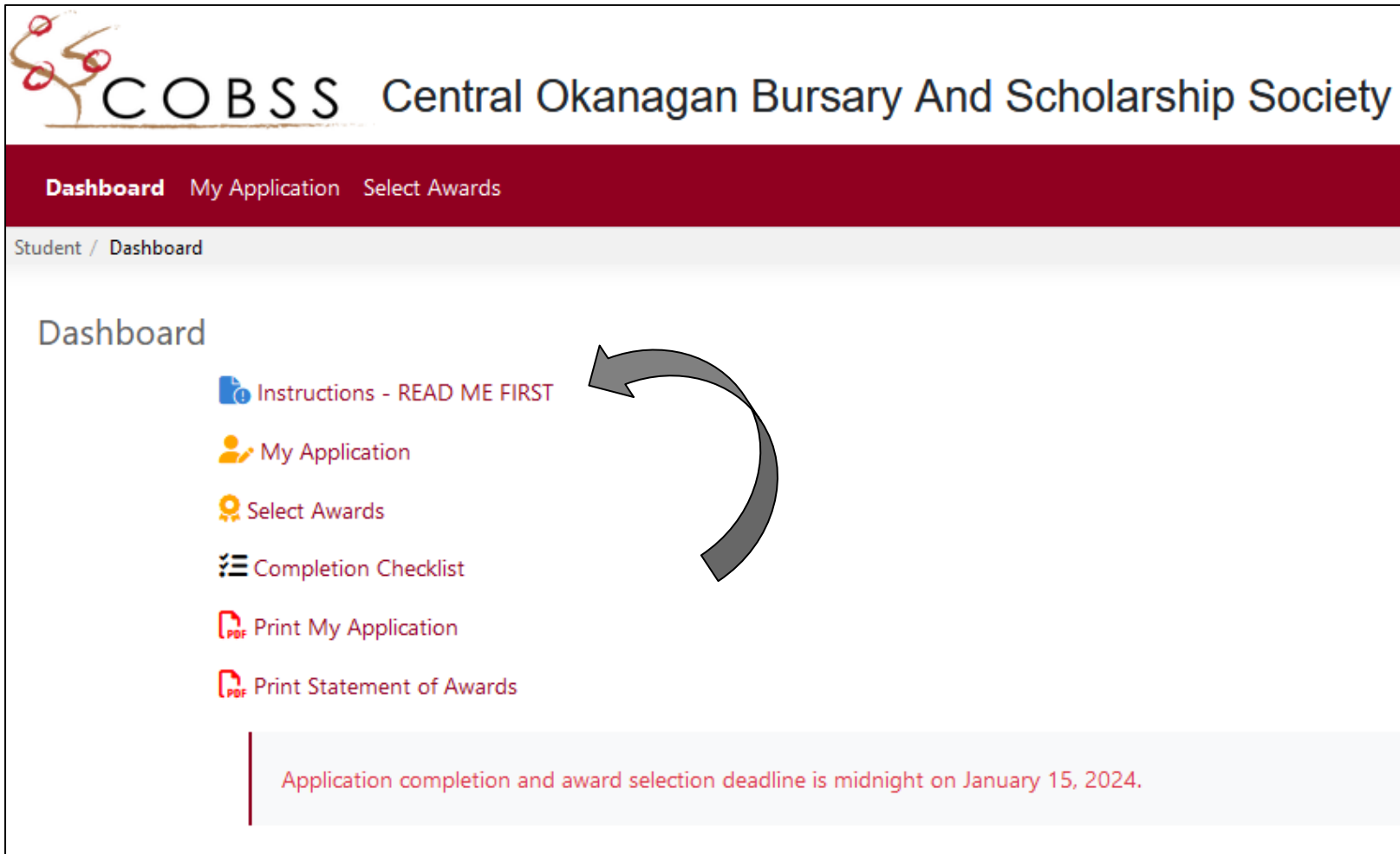
School:

[Register](#)



Check with your school for access code

# INSTRUCTIONS



The screenshot shows the COBSS website dashboard. At the top, the logo for COBSS (Central Okanagan Bursary And Scholarship Society) is displayed. Below the logo, there is a navigation bar with links for **Dashboard**, My Application, and Select Awards. The main content area is titled "Dashboard" and contains a list of links: "Instructions - READ ME FIRST" (highlighted with a blue icon and a grey arrow), "My Application", "Select Awards", "Completion Checklist", "Print My Application", and "Print Statement of Awards". At the bottom of the dashboard, a red text box contains the message: "Application completion and award selection deadline is midnight on January 15, 2024."

Click on **Instructions** and follow carefully.

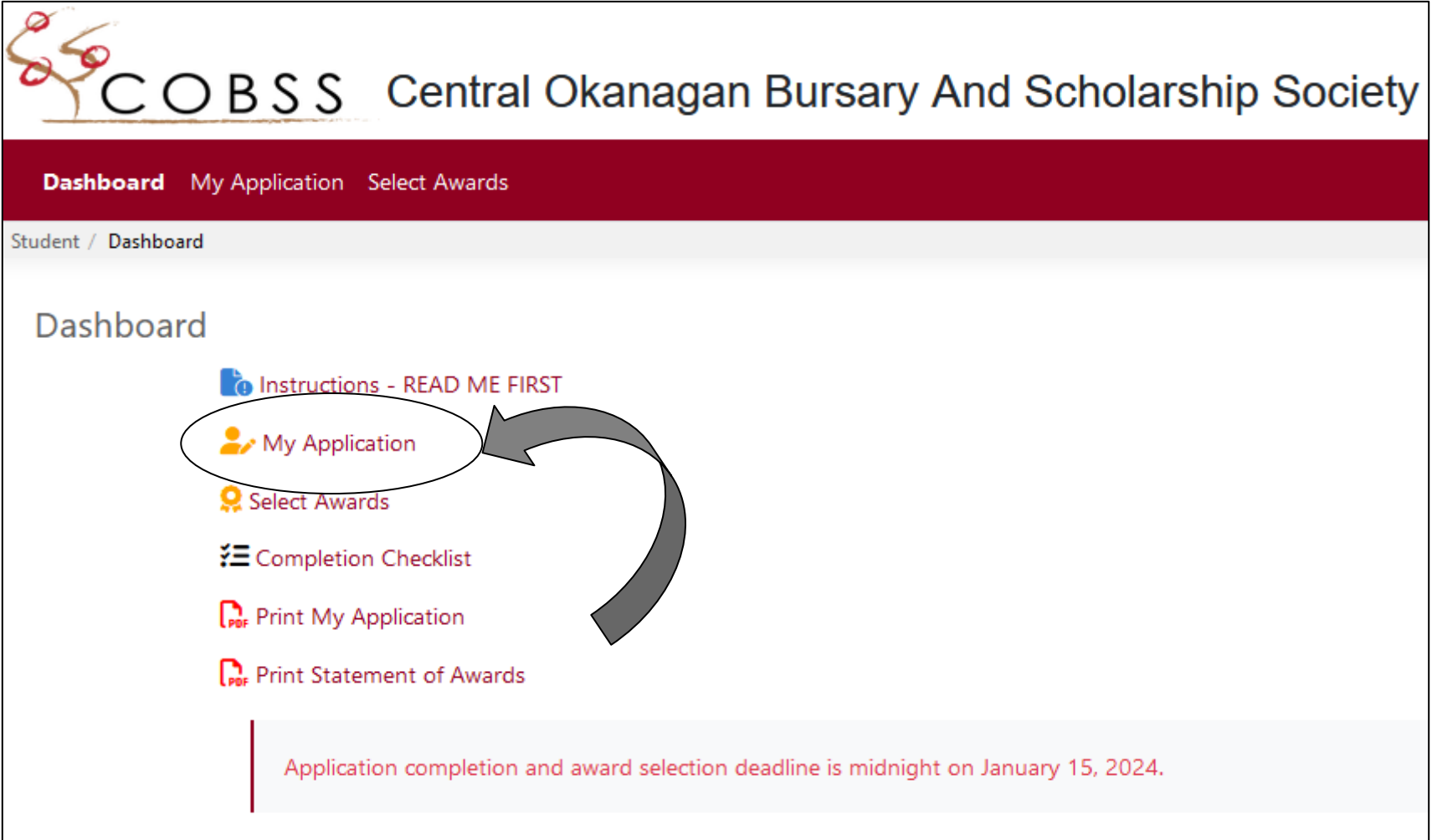
If you have any questions, please see your school counsellor.

# ON-LINE APPLICATION

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

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

# ON-LINE APPLICATION









**COBSS** Central Okanagan Bursary And Scholarship Society

**Dashboard** My Application Select Awards

Student / Dashboard

## Dashboard

-  Instructions - READ ME FIRST
-  **My Application**
-  Select Awards
-  Completion Checklist
-  Print My Application
-  Print Statement of Awards

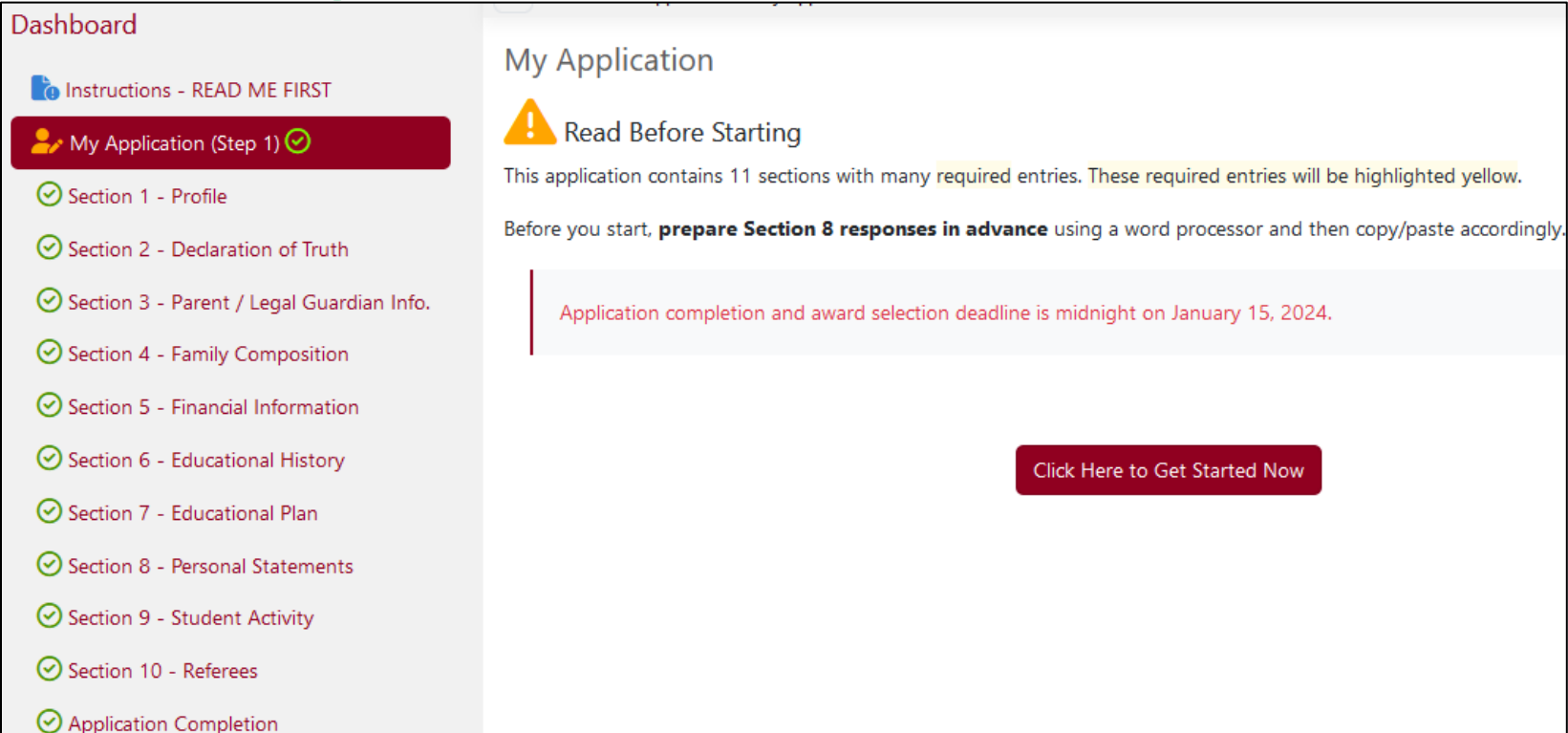
Application completion and award selection deadline is midnight on January 15, 2024.

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 be **green**.



The screenshot displays a dashboard with a sidebar on the left and a main content area on the right. A grey arrow points from the text above to the 'My Application (Step 1)' item in the sidebar.

**Dashboard**

- Instructions - READ ME FIRST
- My Application (Step 1) ✓**
- Section 1 - Profile ✓
- Section 2 - Declaration of Truth ✓
- Section 3 - Parent / Legal Guardian Info. ✓
- Section 4 - Family Composition ✓
- Section 5 - Financial Information ✓
- Section 6 - Educational History ✓
- Section 7 - Educational Plan ✓
- Section 8 - Personal Statements ✓
- Section 9 - Student Activity ✓
- Section 10 - Referees ✓
- Application Completion ✓

**My Application**

**⚠ Read Before Starting**

This application contains 11 sections with many required entries. These required entries will be highlighted yellow.

Before you start, **prepare Section 8 responses in advance** using a word processor and then copy/paste accordingly.

Application completion and award selection deadline is midnight on January 15, 2024.

[Click Here to Get Started Now](#)

# MY APPLICATION

The screenshot displays a web application interface. At the top, a dark red navigation bar contains the text "Dashboard My Application Select Awards". Below this, a breadcrumb trail reads "/ Student / Application / Profile". The main content area is titled "Profile" and contains four input fields: "Legal First Name:", "Legal Last Name:", "Preferred First Name:", and "Preferred Last Name:". The first two fields are highlighted in yellow. On the left side, a sidebar menu lists several sections: "Instructions - READ ME FIRST", "My Application (Step 1)", "Section 1 - Profile", "Section 2 - Declaration of Truth", "Section 3 - Parent / Legal Guardian Info.", and "Section 4 - Family Composition".

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

Students may go back and edit as often as they wish until the site closes at **11:59 pm on Jan. 15<sup>th</sup>.**

# 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 Word Document, 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**
- 2. Volunteer Experience**
- 3. Paid Work Experience**

# MY APPLICATION

Under each activity heading, list the **3 MOST SIGNIFICANT** activities in which you have been involved.

For each activity, list in this order:

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

Eg. of Community & School Based Involvement & Achievement:  
(use the green + button to add details to each section)

Dashboard

- Instructions - READ ME FIRST
- My Application (Step 1)**
- Section 1 - Profile
- Section 2 - Declaration of Truth
- Section 3 - Parent / Legal Guardian Info.
- Section 4 - Family Composition
- Section 5 - Financial Information
- Section 6 - Educational History
- Section 7 - Educational Plan
- Section 8 - Personal Statements
- Section 9 - Student Activity**
- Section 10 - Referees
- Application Completion
- Select Awards (Step 2)
- Completion Checklist

Student / Application / Activity Details

## Activity Details

In the spaces provided please include experience, activities & achievements from **Grades 10-12**, starting with the most recent experience in each section (maximum 3 in each section).

### Community & School Based Involvement & Achievements

(List any extracurricular involvement outside of classroom time which can include athletics, fine arts, music, certifications. Please do not list school courses)

Organization	What is the activity/achievement? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	Total Overall Hours for This Activity	+
Kelowna					
1 Minor	Basketball Referee	12/2022-03/2023	5	100	
	Basketball				

### Volunteer Experience

(list any unpaid and non credit Community & School experience.)

Organization	What are your responsibilities/activities? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	Total Overall Hours for This Activity	+
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### Paid Work Experience

Organization	What is your job title and duties? (255 characters max)	Dates (mm/yyyy-mm/yyyy)	Estimated Total Activity Hours (per week)	Total Overall Hours for This Activity	+
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# 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

- Consider community people, employers, and teachers as potential referees. (One teacher and one community reference is recommended.)
- Choose referees carefully and contact them in advance for permission.

The screenshot shows a web application interface for 'Referees'. On the left is a sidebar menu with a 'Dashboard' header and a list of sections: 'Instructions - READ ME FIRST', 'My Application (Step 1)', 'Section 1 - Profile', 'Section 2 - Declaration of Truth', 'Section 3 - Parent / Legal Guardian Info.', 'Section 4 - Family Composition', 'Section 5 - Financial Information', 'Section 6 - Educational History', 'Section 7 - Educational Plan', 'Section 8 - Personal Statements', 'Section 9 - Student Activity', and 'Section 10 - Referees'. 'Section 10 - Referees' is highlighted with a dark grey background and a yellow circle. The main content area is titled 'Referees' and includes a breadcrumb trail 'Student / Application / Referees'. A red button with a plus sign and the text 'Add Referee' is positioned at the top right. Below it, a text prompt reads: 'Please provide **two** referees. Once you complete your application, they will each be sent an email with instructions on how to complete their Statement of Reference.' A grey warning box contains a yellow triangle icon and the text: 'It is imperative that you enter each referee's email address correctly'. At the bottom left of the main area is a grey back arrow button, and at the bottom right is a green 'Continue' button.

# 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.


# MY APPLICATION

**Print My Application** from icon on main page to either save or print a pdf copy for your records(optional).



 Application Completion

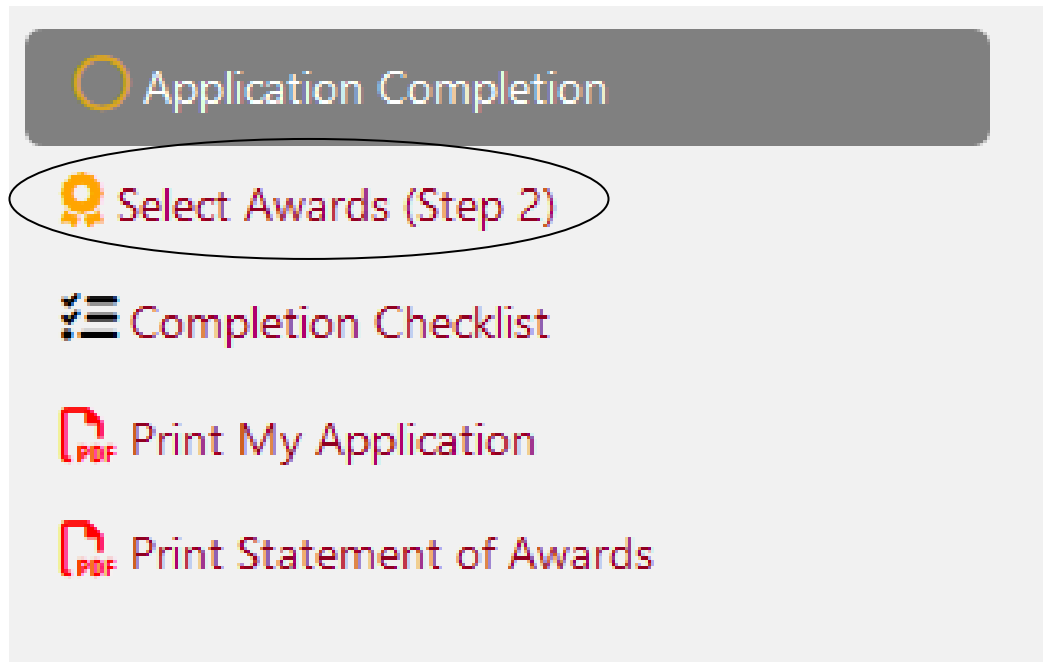
 Select Awards (Step 2)

 Completion Checklist

 Print My Application

 Print Statement of Awards

# SELECT AWARDS



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.

Step 2 - Award Selection

**⚠️ Application completion and award selection deadline is midnight on January 15, 2024.**

**⚠️⚠️ You must complete your application to apply for awards.**

Use the dropdown below to learn about awards you are automatically eligible for.

Select:  (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE)

Total Records: 274 Page 1 of 14

Applied	Application	Award Description	Eligible Schools
<input type="checkbox"/>	<a href="#">Apply</a>	ACT/UCT Kelowna West Council #1003 Bursary	KSS and 14 other schools
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Academic Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Athletic Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Fine Arts Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Industrial Education/Technology Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Always Strive For Better Bursary	KSS and 14 other schools
<input type="checkbox"/>	<a href="#">Apply</a>	Am Corrado Memorial Scholarship	KSS and 2 other schools

Preference given to a student who is a dependent of a member in good standing of ACT/UCT Kelowna Council 1003. An explanation of your academic and future goals is required. In order to be eligible for this award, you MUST attend a provincially authorized post-secondary institution in the province of British Columbia, as recognized by the Ministry of Advanced Education, Skills & Training, or equivalent in BC.

# SELECT AWARDS

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

Dashboard

- Instructions - READ ME FIRST
- My Application (Step 1)
- Select Awards (Step 2)
- Completion Checklist
- Print My Application
- Print Statement of Awards

### Step 2 - Award Selection

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Total Records: 274 Page 1 of 14

Applied	Application	Award Description	Eligible Schools
<input type="checkbox"/>	<a href="#">Apply</a>	ACT/UCT Kelowna West Council #1003 Bursary	KSS and 14 other schools
<input type="checkbox"/>	<a href="#">Apply</a>	Al Jones Memorial/Oyama Firefighters Award	KSS and 14 other schools
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Academic Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Athletic Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Fine Arts Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Alumni & Friends Of KSS - Industrial Education/Technology Award	KSS and 1 other school
<input type="checkbox"/>	<a href="#">Apply</a>	Always Strive For Better Bursary	KSS and 14 other schools

# SELECT AWARDS

Click on **APPLY FOR THIS AWARD**

Apply for

*" ACT/UCT Kelowna West Council #1003 Bursary "*

Criteria:

Preference given to a student who is a dependent of a member in good standing of ACT/UCT Kelowna Council 1003. An explanation of your academic and future goals is required. In order to be eligible for this award, you **MUST** attend a provincially authorized post-secondary institution in the province of British Columbia, as recognized by the Ministry of Advanced Education, Skills & Training, or equivalent in BC.

Eligible Schools List:

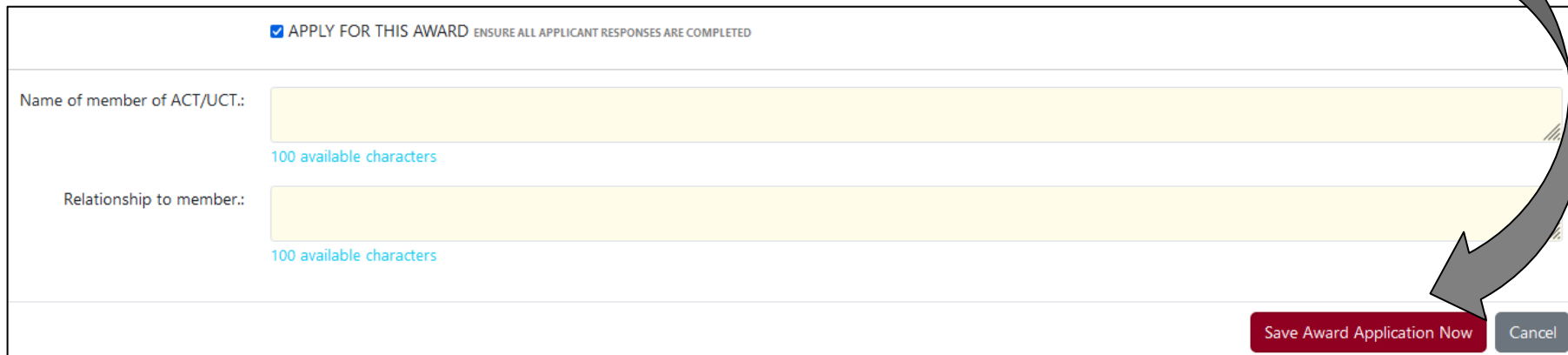
Aberdeen Hall Preparatory School  
Anse-au-sable  
Central Programs School  
ESchool23  
Flex Academy  
George Elliot Secondary  
Heritage Christian Online School  
Immaculata Regional High School  
Kelowna Christian School  
Kelowna Secondary School  
Mount Boucherie Secondary  
Okanagan Christian School  
Okanagan Mission Secondary  
Rutland Senior Secondary

APPLY FOR THIS AWARD

# SELECT AWARDS

If prompted, 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.



APPLY FOR THIS AWARD ENSURE ALL APPLICANT RESPONSES ARE COMPLETED

Name of member of ACT/UCT.:   
100 available characters

Relationship to member.:   
100 available characters

**Save Award Application Now** Cancel

A large grey curved arrow points from the text above to the 'Save Award Application Now' button.



# AWARDS APPLIED FOR

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

Dashboard My Application **Select Awards** Hello Lisa ▾

Dashboard

- Instructions - READ ME FIRST
- My Application (Step 1) ✓
- Select Awards (Step 2)**
- Completion Checklist
- Print My Application
- Print Statement of Awards

Student / Step 2 - Award Selection

## Step 2 - Award Selection

**⚠ Application completion and award selection deadline is midnight on January 15, 2024.**

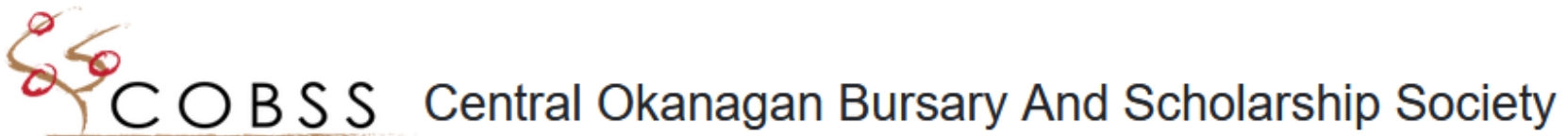
Use the dropdown below to learn about awards you are automatically eligible for.

Select: **Awards I Have Applied For** (AWARDS ARE SUBJECT TO CHANGE WITHOUT NOTICE) Total Records: 3 Page 1 of 1

Applied	Application	Award Description ▾	Eligible Schools
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	ACT/UCT Kelowna West Council #1003 Bursary	KSS and 14 other schools
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	Alumni & Friends Of KSS - Athletic Award	KSS and 1 other school
<input checked="" type="checkbox"/>	<a href="#">Edit</a>	Alumni & Friends Of KSS - Industrial Education/Technology Award	KSS and 1 other school


# COMPLETION CHECKLIST



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





[Dashboard](#) [My Application](#) [Select Awards](#)

## Dashboard


 [Instructions - READ ME FIRST](#)


 [My Application \(Step 1\)](#) 

 [Select Awards \(Step 2\)](#)

 [Completion Checklist](#)

 [Print My Application](#)

 [Print Statement of Awards](#)

 / [Student](#) / [Dashboard](#) / [Completion Checklist](#)

## Completion Checklist for COBSS

Please ensure you:

1. Complete all of the [My Application](#) sections;  
When the [Application Completion](#) section has a green checkmark in the left menu, it is complete.
2. Complete the [Select Award](#) process;
3. Ensure your entered [Parent / Legal Guardian\(s\)](#) digitally sign;
4. Confirm that the two entered [Referees](#) have completed their online portion and digitally signed;

Application completion and award selection deadline is midnight on January 15, 2024.

# OTHER

1. Applications **must be completed online on time – there are no extensions.**
2. **Prior** to the due date please confirm that your parent/guardian and your references have completed their online documents.

**Transcript** – will be added by your school counsellor

# DUE DATE

Your COBSS online application package will be submitted automatically on:

**Mon. Jan. 15<sup>th</sup> at 11:59 pm**

Plan your time accordingly

**You cannot 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.
- A follow up thank you note in the early fall is always a kind gesture.

**TIP:**

- Keep a binder of all your awards 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 either the school graduation ceremonies or a separate awards night. Check with your school.

# FAQ's

## **Question:**

Will my COBSS award expire?

## **Answer:**

Yes, COBSS awards presented this year are valid until December 1<sup>st</sup> 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 December 1<sup>st</sup> 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 COBSS award recipient receives a voucher called a Certificate of Award (COA). To redeem the award at the post secondary school, a student can do one of the following:

1. Take the COA to the registrar of the post secondary to be validated and sent by the post secondary school to COBSS for payment.

# FAQ's

## Answer (con't):

2. If the registrar of the post secondary school will not send the validated COA to COBBS, then the student must return the validated COA via:

- mail
- scan and email **OR**
- drop off at the COBSS office

# FAQ's

## Answer (con't):

3. If the registrar will not validate the COA, the student needs to return two forms to COBSS:

- **the COA and**
- **a Verification of Enrolment form from the post secondary school**

# 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 December 1<sup>st</sup> deadline, **please contact COBSS at [cobss@shaw.ca](mailto:cobss@shaw.ca).**

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](mailto:cobss@shaw.ca)** and not the award donor.

**If you need help or  
further information,  
please see your  
school counsellor.**