

**NEW WESTMINSTER SECONDARY SCHOOL  
REFERENCE LETTER REQUEST/SCHOLARSHIP NOMINATION FORM**

Request for Reference Letter(s) may be refused if this package is not submitted at least 14 days prior to scholarship/ award deadline date. Please remember that teachers take this task on in addition to their other duties. Be sure to THANK them for their efforts when you pick up letters.

**DEMOGRAPHIC INFORMATION:**

Student No:	Date:
Name:	Telephone:
Address:	Postal Code:
City:	PEN:
Cell:	Email:
Previous Elementary School:	

**EMPLOYMENT:** (Circle N/A if you do not have paid work experience.)

**N/A**

COMPANY	RESPONSIBILITIES	START DATE -- END DATE

**HOBBIES AND INTERESTS:**

Please list three activities within either the school or the community that have been the most significant to you over the past three years, and state in a sentence or two why each was important. Activities can also include volunteer service.

Activity and years participated:
Your function/role/position in the activity:
Why it is/was significant:

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Is there anything else you would like to add that would be applicable to a reference letter:
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**ACTIVITIES:**

In “date” order from most recent, highlight your contributions in the areas of extra-curricular programs. Be specific and concise about your experiences. WORD PROCESS this information so that it can be emailed upon request, but it should also be **ATTACHED** to this Student Information Package.

For example:

**(Name of Student)**

Contributions and recognition in the areas of extra-curricular programs, athletics, awards, leadership and community service/citizenship.

- expected to receive Career Preparation designation for over 100 hour of work experience, June 2020
- member of the NWSS Grad Committee, 2020-present
- received Leadership credit for over 30 hours of work experience, June 2020
- manager of Senior Boys Basketball Team, 2020
- involved in the organization of the Remembrance Day Assembly, 2020

**SPECIFIC SCHOLARSHIP/AWARD INFORMATION:**

**\*\*\* ATTACH A COPY OF THE SCHOLARSHIP CRITERIA SHEET \*\*\***

Scholarship/Award for which you are applying:
NAME of the person receiving the letter:
Nomination or Application DEADLINE DATE:
How long has the referee know you:
In what capacity has the referee known you? (i.e., teacher, coach, club sponsor, etc.)
Briefly describe three specific personal attributes you wish the reference letter to emphasize (i.e., leadership, management, reliability, consistency, enthusiasm, etc.)

**POST-SECONDARY INSTITUTIONS** you are interested in attending:

First Choice:	Program/Major:	Already Accepted? Yes/No
Second Choice:	Program/Major:	Already Accepted? Yes/No
Third Choice:	Program/Major:	Already Accepted? Yes/No
After post-secondary study, what profession, trade or employment do you hope to enter?		

**SPECIAL REQUIREMENTS:**

Check all that apply:

- Limited to one page
- Multiple copies                      Number needed \_\_\_\_\_
- Requires a SCHOOL SEAL
- Mailed by the school
- Other: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I certify that all the information I have provided is true and accurate.