



## Kids Help Phone Scholarship

(in memory of James Arthur Davidson Jr.)

Junior Achievement of Canada (JA Canada)

2009 – 2010 Academic Year Nominations Guide

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## Award Background

- Kids Help Phone is Canada's only toll-free, 24-hour, bilingual and anonymous phone and web counselling, referral and information service for children and youth.
- Every day, professional counsellors provide immediate, caring support to young people in urban and rural communities across the country. Kids contact Kids Help Phone about every issue imaginable – from school, dating and family problems, to depression, abuse and suicide.
- In 2006, Kids Help Phone helped young people in need from almost 3,000 Canadian communities more than 1.5 million times through its phone and online services.
- Kids Help Phone maintains Canada's most comprehensive national computer database of children's services (currently 36,000 listings). This enables counsellors to connect kids to resources in their own communities.
- Kids Help Phone has initiated an annual scholarship for a Junior Achiever involved in community work.

## Awards & Scholarships Management

*The **Education Manager** has been appointed by JA Canada to oversee the management of JA Canada's National Awards & Scholarship Program and his/her responsibilities include the following:*

- Collaborate with JA Canada Vice President of Education in updating JA Canada's National Awards & Scholarship Programs and ensuring timely communications with Charters.
- Serve as Liaison between the Sponsoring Organization and JA Canada
- Coordinate meetings and act upon the Communications Schedule as outlined
- Identify sources of marketing to promote the Awards through media, such as scholarship books, schools, e-mail blasts; appropriate media will be identified and discussed with JA Canada
- Create Application Forms and establish Electronic Distribution Channels
- Short list all received applicants (Award Recipients & Non-Recipients) receive response in the form of a letter
- Conduct a Review with Donor Representatives regarding the Award Process
- Provide an Executive Summary of Award Process (3 – 5 pages long) and make recommendations to improve the overall Process

## Application Process

Purpose	To recognize outstanding community service by an Achiever in The Company Program – A Student Venture (In School/After School Edition), JA Titan or GLOBE
Value	One (1) Cash Scholarship of \$1,000/Award Recipient x One (1) Award Recipient in Total
Eligibility	<ul style="list-style-type: none"> <li>• All students enrolled in The Company Program – A Student Venture (In School/After School Edition), JA Titan or GLOBE for the 2009-2010 Program Year</li> <li>• OR Achievers who were active in the above listed JA Program within the last 18 months and are presently enrolled in post-secondary education</li> <li>• The Applicant must adhere to the rules and regulations concerning the Award including the completion of all requested documents in the Application Package Requirements</li> <li>• The Application Form must be signed by the Applicant and his/her Parent or Legal Guardian if the Applicant is under 18 when the Application Package is submitted</li> <li>• The Applicant does not need to be a graduating student</li> </ul>
Award Topic	<b><i>“As a young person, what do you feel is the effect of a service like Kids Help Phone on your generation?”</i></b>
Application Package Requirements	<ul style="list-style-type: none"> <li>• A 500-word Essay - typed and double spaced addressing the Award Topic</li> <li>• The Application Form</li> <li>• 2 Recommendation Letters; 1 from the Local JA Office, 1 from a teacher or a community leader (JA Volunteer or employer) who is familiar with the Applicant</li> <li>• A Résumé highlighting the Applicant's best subjects, student activities, volunteer experience outside of school, club or church activities and hobbies</li> </ul>
Application Process	<ol style="list-style-type: none"> <li>1. The Applicant submits the Application Package to his/her Charter by <b>March 5, 2010</b></li> <li>2. Charters approve and forward Application Packages to JA Canada on behalf of the Applicant by <b>March 19<sup>th</sup>, 2010</b></li> <li>3. The Judging Panel reviews all Application Packages received by JA Canada</li> </ol>
Award Recipient Criteria	<ul style="list-style-type: none"> <li>• The Applicant must be involved in some form of community service; “community service” refers to any type of involvement in a community organization, from office work, fund-raising, to traditional volunteer activities; Preference will be given to the Applicant involved with youth or children</li> <li>• Award Recipient must agree to have his/her name published in association with JA Canada and sign a release form</li> </ul>
Deadlines	<ul style="list-style-type: none"> <li>• Applicant’s Submission Deadline to his/her Charter: <b>Received by March 5, 2010</b></li> <li>• Charter’s Submission Deadline to JA Canada: <b>Received by March 19, 2010</b></li> </ul>

## Application Form

**Value:** One (1) Cash Scholarship of \$1,000; One (1) Award Recipient in Total

**Please submit all documents listed in the Application Package Requirements to your Charter by March 5th, 2010. Thank you for participating in JA Canada's Program and applying for the Award. We wish you all the best in your future endeavors.**

<b>JA Charter:</b>		<b>Student Name:</b>	
<b>Male/Female:</b>		<b>Birth Date:</b>	
<b>Telephone No.:</b>		<b>E-mail Address:</b>	
<b>Address:</b>			
<b>City, Province:</b>		<b>Postal Code:</b>	
<b>Name of Parent/Legal Guardian/Other (Indicate the relationship):</b>			
<b>Telephone No.:</b>		<b>Current School Overall Average: %</b>	
Purpose: To recognize outstanding community service by an Achiever in The Company Program – A Student Venture (In School/After School Edition), JA Titan or GLOBE or recent graduates of these Programs			
<b>Describe your Education and/or Career Plans following Secondary School (Please Use Times New Roman, Font Size 11 and Under 100 Words):</b>			
<b>Student Signature:</b>			
<b>Parent/Guardian/Other Signature:</b>			
Applicant's Submission Deadline to Charter: <b>Received by March 5th, 2010</b>			Received On-Time: Yes/No
Charter's Submission Deadline to JA Canada: <b>Received by March 19, 2010</b>			Received On-Time: Yes/No
<b>PLEASE NOTE:</b> The award recipient has 3 years from date of announcement in which to collect the scholarship. Otherwise the funds will be used to support other Awards & Scholarships.			



## Appendix A – Judging Panel Composition

Representative	Organization	Industry Sector

## Appendix B – JA Canada & Charters Communications Schedule

Date	Step	Description	✓
May, 2009	1	Award Process review by a Representative of Donor/JA Canada	
		New recommendations identified and discussed	
June, 2009	2	Changes incorporated in new applications	
		Judging panel identified in terms of Composition/Names	
September, 2009	3	Award information posted on JA Sites	
		E-mail blasts to schools to promote the Award	
		Communications sent to Charters regarding the Award	
October & November, 2009	4	Award information updated on JA Sites	
		E-mail blasts to schools to promote the Award	
		Communications sent to Charters regarding the Award	
December, 2009	5	Reminder to Charters to promote Awards & Scholarships	
January, 2010	6	Remind Charters of the <b>March 5<sup>th</sup></b> Application Forwarding Deadline	
February, 2010	7	Remind Charters of the <b>March 5<sup>th</sup></b> Application Forwarding Deadline	
March, 2010	8	Charters to identify number of Applicants received	
		Application deadline to JA Canada: <b>March 19<sup>th</sup></b>	
		Prescreening Applicants for eligibility: <b>March 22<sup>nd</sup> –&gt; March 26<sup>th</sup></b>	
April, 2010	9	Judging Panel reviews Applicants: <b>Week of April 5<sup>th</sup></b>	
		Award Recipients determined by <b>April 12<sup>th</sup></b>	
		Notify Award Recipients by <b>April 26<sup>th</sup></b>	
May 2010	10	News release to announce the Award Recipients	
		Conference follow up calls to the Award Recipients	
		Award Recipients submit testimonials/experience letters to school Newsletters & JA Canada	
		Photos/Comments posted on JA Canada & Charters sites	

## Appendix C – Awards Committee Schedule

### Calendar 2009

January	February	March	April
May	June	July	August
<ul style="list-style-type: none"> <li>Review Award Cycle</li> <li>Identify changes for the process &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>Changes incorporated</li> <li>Judging Panel Composition confirmed</li> </ul>	<ul style="list-style-type: none"> <li>Announce Judging Panel composition to Charters</li> </ul>	<ul style="list-style-type: none"> <li>No action planned unless required otherwise</li> </ul>
September	October	November	December
<ul style="list-style-type: none"> <li>Award information posted on Charters sites</li> <li>National Awards Director selected &amp; oriented</li> </ul>	<ul style="list-style-type: none"> <li>JA/Sponsor E-mail blast to schools for promotions</li> <li>Charter Communications about the Award</li> </ul>	<ul style="list-style-type: none"> <li>Report on the Application submission status</li> <li>Review various logistics regarding the Award</li> </ul>	

### Calendar 2010

January	February	March	April
<ul style="list-style-type: none"> <li>Remind Charters of <b>March 5th, 2010</b> application deadline</li> </ul>	<ul style="list-style-type: none"> <li>Remind Charters of <b>March 5th, 2010</b> application deadline</li> </ul>	<ul style="list-style-type: none"> <li>Charters submit Application Packages to JA Canada</li> <li>Prescreen &amp; Review Application Packages</li> <li>Judges review Application Packages received to date</li> </ul>	<ul style="list-style-type: none"> <li>Judging Panel reviews applicants <b>Wk of April 5<sup>th</sup>, 2010</b></li> <li>Award Recipients selected by <b>April 12<sup>th</sup>, 2010</b></li> <li>Announce the Recipients by <b>April 26<sup>th</sup>, 2010</b></li> </ul>
May	June	July	August
<ul style="list-style-type: none"> <li>News release to announce the Award Recipients</li> <li>Conference follow up calls to the Award Recipients</li> </ul>	<ul style="list-style-type: none"> <li>Award Recipients submit testimonials/experience letters to school Newsletters &amp; JA Canada</li> <li>Photos/Comments posted on JA Canada &amp; Charters sites</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and review the overall Award process</li> </ul>	
September	October	November	December