



TD Canada Trust Fund Scholarship



Junior Achievement of Canada (JA Canada) 2009 – 2010 Academic Year Nominations Guide

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Award Background

- The TD Canada Trust Fund Scholarship has been created to award Junior Achievers who have demonstrated outstanding scholastic abilities as well as leadership in community service involvement.
- To introduce students to essential skills for future success, TD Bank Financial Group supports local charters of Junior Achievement both financially and with a volunteer force of over 600 employees.

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 communicate with Charters as outlined in the Charter Communications Schedule.
- 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 the importance of JA to the lives of Canadian youth
Value	One (1) Cash Scholarship of \$1,500/Award Recipient X One (1) Award Recipient in Total
Award Details	Payment of the scholarship will be made after the written confirmation of post-secondary enrollment is received by JA Canada; these conditions apply to both the September and January enrollments of the following year
Eligibility	<ul style="list-style-type: none"> • All graduating students enrolled in The Company Program – A Student Venture (In School/After School Edition), JA Titan or GLOBE for the 2009-2010 Program Year • The Applicant must be graduating before June 30, 2010 and qualified to enroll at an accredited college or university upon graduation • The Applicant must adhere to the rules and regulations concerning the Award including the completion of all requested documentation in the Application Package Requirements • 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
Award Topic	<i>“You have been offered a summer apprenticeship with TD Canada Trust a major supporter of Junior Achievement across Canada. You are asked to describe how your experience with Junior Achievement has helped prepare you for this summer employment.”</i>
Application Package Requirements	<ul style="list-style-type: none"> • A 500-word Essay – typed and double spaced – answering the Award Topic • The Application Form • 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 • A Résumé highlighting the Applicant's best subjects, student activities, volunteer experience outside of school, club or church activities and hobbies
Application Process	<ol style="list-style-type: none"> 1. The Applicant submits the Application Package to his/her Charter by March 5, 2010 2. Each Charter approves and forwards all Applicants' Application Packages to JA Canada 3. The Judging Panel reviews all Application Packages received by JA Canada
Award Recipient Criteria	<ul style="list-style-type: none"> • Scholastic ability • Achievements • Career Potential • Overall Contribution to JA <p>Award Recipient must agree to have his/her names published in association with JA Canada and sign a release form</p>
Deadlines	<ul style="list-style-type: none"> • Applicant's Submission Deadline to Charter: Received by March 5, 2010 • Charter's Submission Deadline to JA Canada: Received by March 19, 2010

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 March 5th Application Forwarding Deadline	
February, 2010	7	Remind Charters of the March 5th Application Forwarding Deadline	
March, 2010	8	Charters to identify number of Applicants received	
		Application deadline to JA Canada: March 19th	
		Prescreening Applicants for eligibility: March 22nd –> March 26th	
April, 2010	9	Judging Panel reviews Applicants: Week of April 5th	
		Award Recipients determined by April 12th	
		Notify Award Recipients by April 26th	
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"> Review Award Cycle Identify changes for the process & procedures 	<ul style="list-style-type: none"> Changes incorporated Judging Panel Composition confirmed 	<ul style="list-style-type: none"> Announce Judging Panel composition to Charters 	<ul style="list-style-type: none"> No action planned unless required otherwise
September	October	November	December
<ul style="list-style-type: none"> Award information posted on Charters sites National Awards Director selected & oriented 	<ul style="list-style-type: none"> JA/Sponsor E-mail blast to schools for promotions Charter Communications about the Award 	<ul style="list-style-type: none"> Report on the Application submission status Review various logistics regarding the Award 	

Calendar 2010

January	February	March	April
<ul style="list-style-type: none"> Remind Charters of March 5th, 2010 application deadline 	<ul style="list-style-type: none"> Remind Charters of March 65th, 2010 application deadline 	<ul style="list-style-type: none"> Charters submit Application Packages to JA Canada Prescreen & Review Application Packages Judges review Application Packages received to date 	<ul style="list-style-type: none"> Judging Panel reviews applicants Wk of April 5th, 2010 Award Recipients selected by April 12th, 2010 Announce the Recipients by April 26th, 2010
May	June	July	August
<ul style="list-style-type: none"> News release to announce the Award Recipients Conference follow up calls to the Award Recipients 	<ul style="list-style-type: none"> Award Recipients submit testimonials/experience letters to school Newsletters & JA Canada Photos/Comments posted on JA Canada & Charters sites 	<ul style="list-style-type: none"> Prepare and review the overall Award process 	<ul style="list-style-type: none">
September	October	November	December

Appendix D – Media Coverage