



The University of Victoria Faculty of Business Entrepreneurship Scholarship



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

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Awards Background

- University of Victoria (UVic) Business celebrated its 19th anniversary in September 2009; although a comparatively young business school, it has established itself as a national and international leader in its educational approach and in its areas of specialization and has received a number of very coveted awards
- Entrepreneurship is one of UVic Business' Specializations; its mission is to help each student apply entrepreneurial expertise as a responsible global citizen within 5 years of graduation

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 success of participants in the JA Company Program (In School & After School) and provide means for further entrepreneurship education and the development of entrepreneurial expertise
Value	One (1) Cash Renewable Scholarship of \$2,500/Award Recipient X One (1) Award Recipient in Total
Award Details	The scholarship will be paid in three installments: <ul style="list-style-type: none"> • \$500 paid on entrance to UVic and UVic Business, • \$1,000 awarded upon entrance UVic Business third year courses and • \$1,000 paid upon entrance to UVic Business Entrepreneurship specialization
Eligibility	<ul style="list-style-type: none"> • All students who are currently enrolled in The Company Program – A Student Venture (After School Edition) or were enrolled in this Program for the past 2 years • The Applicant must have maintained attendance of 80% in the JA Program • 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 at the time of Application Package submission • The Applicant must meet the general admission requirements of UVic; these can be found on the University website: www.uvic.ca
Award Topic	<i>”Demonstrate the Achiever’s passion for entrepreneurship and desire for University level entrepreneurship education; summarize your entrepreneurial experience and goals; and document your demonstrated leadership, community involvement and participation in extra curricular activities”</i>
Application Package Requirements	<ul style="list-style-type: none"> • An essay addressing the award topic • The Application Form • 1 Recommendation Letter from a JA volunteer, teacher, employer or business or community leader • A Résumé highlighting the Applicant's best subjects, student activities, volunteer experience outside of school, club or church activities and hobbies

<p>Application Process</p>	<ol style="list-style-type: none"> 1. The Applicant submits the JA Application Package to Charter by Feb 12, 2010 2. Each Charter forwards up to 2 Application Packages to JA Canada, by attaching a Letter of Recommendation by Charter President or designate for each Applicant by Feb 26, 2010 3. The Judging Panel reviews all Application Packages received by JA Canada and forwards 5 Application Packages to the Faculty of Business at the UVic by March 30, 2010 4. The UVic Faculty of Business will select 1 Award Recipient by July 1, 2010 and JA Canada will notify the Award Recipients by July 5, 2010
<p>Award Recipients Selection Criteria</p>	<p>The Selection Criteria used by the Faculty of Business are, for High School Applicants minimum 80% on required high school courses and, for College/University Applicants: minimum GPA of 5.0/9.0 on required and elective pre-commerce courses; and Supplemental Application form including an Application Essay and Letter of Recommendation (weighting: GPA 60% and Supplemental Application form 40%)</p>
<p>Award Recipients Requirements</p>	<ul style="list-style-type: none"> • Award Applicants must apply for admission to the UVic Faculty of Business by February 28, 2010 and be accepted for admission to the UVic by July 1, 2010 • Award Recipient must agree to have their names published in association with JA Canada and the Award
<p>Deadlines</p>	<ul style="list-style-type: none"> • Applicant's Submission Deadline to his/her Charter: Received by Feb 12, 2010 • Charter's Submission Deadline to JA Canada: Received by Feb 26, 2010

Application Form

Value: 1 Cash Renewable Scholarship of \$2,500/Award Recipient; **1 Award Recipient in Total**

Purpose: To recognize the success of participants in the JA Company Program and provide means for further entrepreneurship education and the development of entrepreneurial expertise

Please submit all documents listed in the Application Package Requirements to your Charter by February 12, 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.

JA Charter:		Student Name:	
Male/Female:		Birth Date:	
Telephone No.:		E-mail Address:	
Address:			
City, Province:		Postal Code:	
Name of Parent/Legal Guardian/Other (Indicate the relationship):			
Telephone No.:		Current School Overall Average: %	
Describe your Education and/or Career Plans following Secondary School (Please Use Times New Roman, Font Size 11 and Under 100 Words):			
Student Signature:			
Parent/Guardian/Other Signature:			
Applicant's Submission Deadline to Charter: Received by February 12, 2010			Received On-Time: Yes/No
Charter's Submission Deadline to JA Canada: Received by February 26, 2010			Received On-Time: Yes/No
PLEASE NOTE: 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 Donating party/JA Canada	
		New Recommendations Identified & 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, 2009 & 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	Request Charters to forward any applications received to JA Canada	
January, 2010	6	Remind Charters of the Feb 26th Application Forwarding Deadline	
		Charters To Identify Number of Applicants Received	
February, 2010	7	Charters to receive applications Feb 12th	
		Application Deadline to JA Canada: February 28th	
March, 2010	8	Prescreening Applicants For Eligibility, 5 candidates to be recommended: February 26th	
		Forward 5 Candidates' Application Packages to UVic by February 26th	
		UVIC Judging Panel Reviews Applicants: April 15th	
		UVIC notifies JA Canada and recipients are notified April 30th	
May, 2010	9	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 	<ul style="list-style-type: none"> Charters Submit Application Packages to JA Canada

Calendar 2010

January	February	March	April
<ul style="list-style-type: none"> Judges review Application Packages received to date Prepare and review the overall Award process 	<ul style="list-style-type: none"> Applicants to submit package to JA Charter office Feb 28 Applicant to submit UVIC application Feb 28 	<ul style="list-style-type: none"> Review Applications Forward up to 5 Application Packages to UVic Faculty of Business by March 30th 	<ul style="list-style-type: none"> UVIC to determine recipient Notify JA Canada Present the Awards to JA Students by April 30th
May	June	July	August
September	October	November	December

Appendix D – Media Coverage