



Instructions on how to complete the PMSS Local Scholarship Package

OVERVIEW

If you have questions, please refer to this instruction and FAQ sheet first! If you *still* have questions afterwards, you can email Ms. Chang (mchang@sd43.bc.ca) or Ms. Campbell (cicampbell@sd43.bc.ca). If you are applying to *any* Local or District numbered scholarships listed in the **PMSS Scholarship List**, then you will need to submit documents indicated in the checklist of the PMSS Universal application form to be considered (see the picture below). **Even if you only want to apply for one scholarship in this package, you need to complete the entire application package, or your package will be considered incomplete.**

DOCUMENTS to complete your application

- ☐ This application form.
- ☐ **Financial Need Information Form** (if applicable: **required** in order to be considered for Bursaries or Scholarships with Financial Need criteria. Based on your parents' income and other details provided on the Financial Need Form)
- ☐ **ONE personal essay**, with your name at the top of the page. **One page only (max. 500-600 words, size 11 font)**. Describe your character, leadership ability, or goals – whatever makes you unique and a good candidate for the scholarship(s) you have applied for.
- ☐ **ONE supporting Reference Form** from a PMSS staff member – Provide the name of the staff who has agreed to be your reference. The staff reference must submit this form: [Staff Reference Form](#) by the deadline. **Staff Reference (Name):**

Mr. Manhas

- ☐ **ONE supporting LETTER of Reference** from a **member of the community**: not a family member or a PMSS teacher/staff member. Ensure that your Referee supplies **contact details** on the letter: email and phone number.
NOTE: Reference letters must be original documents, **NOT** copies, and must be signed by the referee (electronically or manually).
- ☐ **ONE Nomination Form** for a specific District/Authority Award, if applied for
- ☐ Any other supplemental forms listed in the Application Form column of the scholarship list, if applied for

****NOTE:** Decisions made by the scholarship committee are final and are made after a careful consideration of many factors

Look at the PMSS Scholarship List to see which scholarships you want to apply for. Make sure you read the criteria carefully to see if you qualify. **If you are missing even one criterion, then you do not qualify.**

If the scholarship requires anything in addition to the PMSS form (which refers to the PMSS Universal application form), then you need to submit an additional supplemental form.

6.	CTA Student Assistance Bursary	- Financial Need - Going on to post-secondary within the year Award must be claimed within one year	\$500.00	PMSS form + CTA form + Financial Need form
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In the above example, you can see that you need to submit a CTA form and a Financial Need Form *in addition* to indicating you are applying for this scholarship in the PMSS Universal Application form.

SD43 District Offered Scholarships are in its own section and has a separate deadline of **April 15th, 2026**. You can view the scholarship list to see what scholarships are being offered in this set and their individual criteria. Similar to the PMSS School based scholarships, you will need to fill out the form only once for any scholarships that you wish to apply to. [Click HERE](#) or scan the QR code below complete this section.



External Scholarships have separate forms, deadlines, and people to submit to. It will be clearly indicated on the PMSS Scholarship list in its own section. Please don't forget about applying to them even when our Internal Scholarship deadlines have passed!

Scholarship	Criteria	Amount <i>Subject to change</i>	Application form	Deadline
College Park Community Association Scholarship	- Family members must have been members of the College Park Community Association for a minimum of 2 consecutive years, starting in 2018 - Must reside in College Park - Award must be claimed by November of the year awarded	Between \$350 and \$700 (depending on funds raised)	College Park Community Association Scholarship + Ref. Letter from teacher/counsellor/principal	May 21 st , 2025
SUBMIT TO: Hand-deliver completed application to Lisa and Alan Kabatoff (604) 461-1902 Please call to arrange drop off time				

STEP BY STEP INSTRUCTION

STEP 1: Fill out all sections of the PMSS Universal Application form to the best of your ability. If you find something is not applicable (i.e., it is asking for Total Hours per activity, and you are detailing an award that did not require a total amount of hours) then you can put **N/A** in that box.

Step 2: In the last section of the PMSS Universal Application form, check off which scholarships you are applying for. Only the External Scholarships and SD43 District Offered scholarships will not require you to indicate it on the PMSS Universal Application form.

2	☐	Financial Need form	Canadian Federation of University Women - Coquitlam Bursary	
3	☒	CTA form	CTA Cam McKenzie Award	Leader in SOAR program. Volunteers for Reading Buddies at the Coquitlam Library.

Step 3: Fill out the supplemental forms where applicable.

Step 4: Ask a teacher to submit a [Staff Reference Form](#) for you on your behalf. **It is your responsibility to ensure the teacher submits the form by the posted deadline.** Copy and paste the reference form link and send the teacher the link via email. Try to give your references at least 1-2 weeks time to prepare.

Step 5: Ask a member of the community to write a reference letter for you. A member of the community **does not** include friends/ family/ school staff members/ your neighbour. **It is your responsibility to ensure the community reference submits the form by the posted deadline.**

Step 6: Write a personal essay with your name at the top of the page. One page only (size 11 font). Describe your character, leadership ability, or goals – whatever makes you unique and a good candidate for the scholarship(s) you have applied for. Do not simply repeat a list of the things you have done - you have already listed your accomplishments on the application form, and do not need to repeat yourself. Use your essay to tell us what is important to you and why. Make a connection between what you have done and what your educational and career goals are. *Consider the scholarships' criteria that you wish to be considered for: your essay should help support your application for those scholarships. We want to know why you're a good fit, so be as *specific* as possible*.

Step 7: DOUBLE CHECK that you have completed the entire package. That is what the checklist on the PMSS Universal Application form is for.

Step 8: Submit the completed scholarship application package to MoodyScholarshipSubmission@sd43.bc.ca. You can send it as separate documents, or as one document; in separate emails, or all in one email – As long as we get everything we need from you by the deadline. If we cannot read your application, then we will not evaluate it – if you need to, scan and upload. **Please send documents as PDF where possible.**

Step 9: If you have any interest in the External scholarships or the District Based Scholarships, ensure that you fill out their separate application forms by their separate deadlines, and that you will submit it to the appropriate individual(s) indicated on the PMSS Scholarship List.

Frequently Asked Questions (FAQ)

Q. Am I eligible to apply for these scholarships?

A. To be eligible, you must be a Gr. 12 Port Moody Secondary student, a Canadian resident or a Permanent resident and proceeding to a Post-Secondary Institution, recognized by the Ministry of Education. You also must match the criteria set for each unique scholarship/ bursary that you are applying for.

Q. Do I need references?

A. Yes. You will need to find a PMSS staff member to complete a [Staff Reference Form](#) and one community reference letter from someone that is not your friend or family member to complete your package for the local and district scholarships. If you are completing the District Authority Award (DAA) Forms, then you will also need to obtain a **signature** from your adult nominator on the form, no extra reference letters or forms are necessary. If anything additional is required, it will be noted in the column, "Application forms".

Q. Who do I submit the scholarship package to?

A. You submit all parts of your application to MoodyScholarshipSubmission@sd43.bc.ca for all PMSS based scholarships. For the **SD43 District Offered Scholarships**, you will need to complete their MS Forms via [this LINK](#). For the **External Scholarships**, please see under the scholarship name to see where to submit those scholarships to. For the District based scholarships, please use their form.

Q. When is the deadline?

A. The deadline for PMSS based scholarships is **FRIDAY March 13, 2026 @ 3:00pm**. For the **SD43 Offered Scholarships**, the deadline is **WEDNESDAY April 15, 2026**. Please note, late or incomplete applications will *not* be accepted. For the **External Scholarships** there is a separate column on the very right-hand side that will inform you of their *separate* deadlines.

Q. Do I just use the PMSS Universal application form for all the scholarships?

A. Please see the 'Application Form' column to see which form(s) you need to include for submission. For all Local school based scholarships, you will need to use the PMSS Universal Application form. Some scholarships may require you to provide additional supplemental forms. For District offered scholarships, you will need to complete their online MS form. For external scholarships, they will have completely separate forms.

Q. Where can I find all the forms?

A. You can find all the forms on the PMSS Career Centre TEAMS page (code: 46n1w80) or [PMSS Career Resource Center Website](#). Feel free to also ask Ms. Chang in person at the Career Centre (Rm. 2013 in the main offices – next to the counsellors).

Q. When will I hear if I have won any scholarships?

A. If you have won a scholarship, you will receive a letter as part of your commencement package detailing which scholarship(s) you have won and how to claim the award. **If you win a scholarship, please remember to send a THANK YOU LETTER to the donor.**

Q. Who will see the information submitted in the scholarship package?

A. The PMSS scholarship committee will primarily be the only ones with access to the information submitted to us. However, in cases where the scholarship is decided by the members from the school district or an outside organization, your information will be shared with the applicable individuals.

Q. Do I submit the forms separately when submitting by email, or merged into one file?

A. We will accept your forms in whichever way you choose to submit it. However, it is preferred to separate the forms in the email as it makes it easier to organize later.

Q. I am going to have trouble submitting some documents on time. What do I do?

A. If you feel like some parts of your application is going to be submitted late, please communicate this to either Ms. Chang (mchang@sd43.bc.ca) or Ms. Campbell (cicampbell@sd43.bc.ca). We will try our best to be as flexible as possible. However, let us know **ahead of time**. Letting us know *after* the deadline will likely result in no flexibility from us.

Q. How do I know that my application has been received?

A. Ms. Chang will notify you that your application has been received via email within 1-2 days of receipt. If you feel that your application has not been received due to a lack of confirmation email, please contact Ms. Chang.