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**Canadian Association of Principals**

**Student Leadership Award**

The Canadian Association of Principals are proud to sponsor the CAP Student Leadership Award. The purpose of this award is to afford principals the opportunity to recognize one of their student leaders and to enter that student as a nominee for a national scholarship. Nationally, the Canadian Association of Principals will administer the scholarship program.

The CAP Student Leadership Award is designed to provide the broadest possible base upon which to evaluate candidates. One $500.00 scholarship will be awarded annually per CAP provincial/territorial affiliate. Only students graduating in the final year of high school from a Canadian High School are eligible for nomination.

Each school that wishes to participate in the scholarship program is asked to nominate one student leader who has demonstrated outstanding leadership. Nominees should be in the top 20% of their class. Nominations are not based on need. The method of selection of the principal’s nominee is a local decision. To assist you with your selection, you may use an existing scholarship committee or convene a committee similar to what may be used for other award programs.

Each nominee must complete the questionnaire following these instructions. Advisors should aid students in filling out the questionnaire and in furnishing and verifying entries that are part of the student’s official school records.

Criteria for Selection:

1. Leadership in school activities
2. Leadership in the community
3. Academic achievement
4. Essay
5. Recognition, awards, honours and scholarships

Please enclose a copy of the Secondary School Record (transcript form) to be filled out by the school and returned together with the Scholarship Selection Questionnaire. The school may substitute its own official copy of the student’s transcript. Please send the material to the CAP Student Leadership Award Program at your provincial/territorial principal association’s address. We emphasize that all materials must be submitted together, and postmarked by March 1. Incomplete materials will not be returned or considered.

Winners of the CAP Student Leadership Award will be selected in April and the winners and their school principals will be notified by the start of the CAP Annual Conference.****

**The Canadian Association of Principals**

**Student Leadership Award**

# LEADERSHIP AWARD SELECTION QUESTIONNAIRE

Congratulations on the honour of being nominated for the Student Leadership Award. The CAP Selection Questionnaire is designed to obtain information about your activities in secondary school. This information will assist the selection committee in selecting finalists. The committee will evaluate you based only on what is written on the application. Your answers must be factual; you should be prepared to substantiate any response should the selection committee ask you to do so. It is understood that an advisor is to participate in the preparation of your questionnaire in order to assist you and to furnish and verify entries that are part of your official school record.

# DEADLINE: MARCH 1

General instructions: Answer all the questions to the best of your ability and follow the instructions completely. Be careful not to duplicate your responses. The selection of leadership award recipients will be influenced by the completeness of replies, neatness, and legibility. Please type or print, using black ink. The application must be submitted on this form with the transcript or secondary school record attached. It is suggested that each nominee retain a copy of their questionnaire. The school should prepare the Secondary School Record transcript form. (Note: The school may substitute its own official copy of the nominee’s transcript.) The nominee and the school principal must sign the questionnaire.

When you have completed this questionnaire, please review it to make sure you have answered all questions accurately and completely, and obtained the proper signature. Retain a copy for your records and submit your application via email no later than March 1 to:

info@cdnprincipals.com

CAP Student Leadership Award Program

Please note: Questionnaires past the deadline cannot be considered. To be considered, the questionnaire must be signed by the applicant and the school principal. ONLY ONE (1) APPLICATION MAY BE SUBMITTED PER SCHOOL. Be sure to attach the student transcript or secondary school record.

| **PERSONAL INFORMATION** |
| --- |
| Last Name: | First Name: |
| Home Address: | City/Town: |
| Province/Territory: | Postal Code: |
| Phone Number: |  |
| School Name: |  |
| School Street Address: | City/Town: |
| Province: | Postal Code: |
| School Phone Number: | Principal’s Name: |

**SCHOOL SIZE**

Please indicate which statement best describes your graduating class, school and student body.

* Small: class size between 1-49 seniors
* Medium: class size between 50-99 seniors
* Large: class size between 100-199 seniors
* Very large: class size is 200+ seniors

**STUDENT SCHOOL AND COMMUNITY ACTIVITIES**

*Please list your ‘leadership experiences’ throughout high school according to the following sections. Consider such items as\resident, Vice-President, Secretary, Treasurer, Editor, Assistant Editor, Business Manager, Room Representative, Captain, Co-Captain, etc.*

| Student Council/School Leadership: |
| --- |
| Athletics: |
| Fine Arts: |
| Other School Activities: (Yearbook, Newspaper, School Clubs) |
| Outside of School - Community Involvement:  |

**COLLEGE/UNIVERSITY AND CAREER PLANS**

| Anticipated undergraduate institution: |
| --- |
| Anticipated undergraduate major: |
| Anticipated occupation/career: |

**SPECIAL RECOGNITION, AWARDS, HONOURS, SCHOLARSHIPS**

*Describe any special recognition, awards and/or honours and scholarship you may have received at the national, provincial/territorial or school level.*

| Special Recognition with dates: |
| --- |
| Awards and/or Honours with dates: |
| Scholarships with dates: |

**OPINION ON SPECIFIED TOPIC**

*Discuss the following in 250 words or less.*

**HOW HAVE YOU DEMONSTRATED YOUR LEADERSHIP ABILITIES TO FOSTER A SAFE AND HEALTHY LIFESTYLE IN YOUR SCHOOL AND COMMUNITY?**

**ADDITIONAL INFORMATION**:

If you wish to provide additional information, please include here.

**REFERENCES**

*Please submit two references. A separate page may be attached to the questionnaire. Please include a phone number and email where the selection committee can reach your reference.*

| **Reference 1** |
| --- |
| **Reference 2** |

**ATTESTMENT AND RECOMMENDATION** (must be completed for consideration)

I certify that my responses are true and factual:

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have reviewed the applicant’s responses and certify that they are correct, in so far as the official school records indicate.

Name of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_