

Innis College Admission Awards: 2017–2018 Cycle

These awards encourage and recognize students who use their talents and creative energies to make voluntary contributions to the world around them. Innis College recognizes that its students demonstrate leadership in many contexts, including their high schools, their communities, and their workplaces. To receive an admission award, the recipient must be entering the first year of full-time studies in the Faculty of Arts and Science at Innis College, and must register at Innis College in the subsequent academic year. Available awards can be found below. A listing of all Innis awards can be found on our website at <http://awards.innis.utoronto.ca/>.

How to Apply

Applications must be received by April 2018. Applications must be sent electronically to the **Innis College Registrar's Office** (registrar.innis@utoronto.ca).

- Parts to the Application:
- Completed **application form** (page four of this package)
 - A **list of your active involvement** in clubs, committees, groups and leadership roles, and a **list of all awards** received while in high school (we recommend you submit a résumé or curriculum vitae [CV])
 - A 500-word (maximum) **statement** indicating your eligibility in relation to the conditions of the award(s) you are applying for & highlighting your key achievements
 - Letter(s) of recommendation** from those who can confirm your leadership activities (minimum 1 letter, maximum 3 letters)
 - Where applicable, a completed **Undergraduate Grant Application form** (found at the end of this package)
 - Any **supporting documentation** (not mandatory; not to exceed three pages)

Feel free to seek advice or ask questions of Innis College staff at the Registrar's Office. You can ask about any criteria of awards, for advice on putting together a good application, about submission requirements, etc.

Results

Applications will be reviewed in April, and students can expect to hear results in May. Please ensure that your mailing address on ACORN is up to date, as award cheques may be mailed to that address in Fall 2018.

Awards Available

John W. Browne OSOTF Admission Award

To be awarded to an undergraduate student entering first-year studies in the Faculty of Arts and Science at Innis College. Awarded on the basis of financial need and to an Ontario Resident. Preference will be given to students who, by their leadership, have contributed to the life of their high school and/or community. The value of this award varies from year to year, but is generally around \$800.

Innis College "Kitchen Sink" Award

This award recognizes a student entering the first year of full-time studies in the Faculty of Arts and Science at Innis College on the basis of outstanding academic achievement and involvement in school and community life. The value of this award is up to \$500. A budget form is required to apply for this award.

Completing your Application

The Activities List

We require a list of all your activities and what they involve. Lay out all your extra-curricular, volunteer work – clubs, organizations, teams, community groups, etc. You can include work or paid experience to help fill out the picture, but make sure you **distinguish volunteer work from paid work**. Also, make sure you **distinguish any work done for academic credit**.

You can use a [résumé/CV template](#) or a list of your activities. If you do a straight list, please still briefly describe your role(s) and use strong, active statements to indicate what you did and what you achieved – as you would in a résumé. If you decide only to list selected roles/activities you've done, remember that you are applying for awards that assess your leadership and community engagement, so pick well. Innovations, successful collaborations, great commitment in energy and time, advancement and earned roles of greater responsibility – these are all things that the committee will be looking for. When you list your awards, be sure to indicate the full name of the award, the year in which it was received, and the value (if applicable).

The Statement

Each award you wish to be considered for requires its own statement. Craft your statement with care. Respect the 500-word limit good writing: good grammar, correct spelling, and a clear organization of your thoughts.

The statement is a bit like a cover letter for a job: think about what you are applying for and write with that in mind. Always assume the reader of your statement is asking, “Can I write a good promotion piece based on the information in this statement?” Try to avoid listing things – you have already given us a list. Instead, try to ask yourself the kinds of questions that will help summarize your experience and development and passion.

You can reflect on what community engagement, volunteering and leadership mean to you, looking back over your years of service and personal experience. Questions like: *What kind of person am I or have I become? What is important to me in my volunteer work? How do I sum up the positive impact I have made?*

There is no one good way to do a statement, and 500 words is not a lot of space, but you must try to indicate how all your activities fit together and show you to be an accomplished, committed leader.

Letters of Recommendation

At least one supportive letter of recommendation from someone who witnessed your work first-hand is required, to a maximum of three letters of recommendation. Pick individuals who can comment on key work and accomplishments. You can show them your statement(s) so they know what you are going to focus on. References should forward letters directly to the Registrar's Office via email to registrar.innis@utoronto.ca. Alternatively, you may submit your letter of recommendation as part of your application package. **It is your responsibility to ensure that your letter of recommendation is received by the application deadline.**

Supporting Documentation

You can include documents that verify activities (certificates, event brochures, final products from projects, etc.) but that will be of secondary consideration. These documents are not mandatory, and must be no longer than three pages if submitted.

Financial Need

The Undergraduate Grant Application Form is required if you are submitting an application for the John W. Browne OSOTF Admission Award. This form can be found at the end of this application.

