

### ***Capilano Excellence Scholarships (CAPX)***

Capilano Excellence Scholarships (CAPX) are the premier entrance scholarships at Capilano University. Up to 10 of these scholarships are offered each year and are awarded to high school graduates who have demonstrated excellence in academics and shown leadership in their school and community.

#### **To apply for the Capilano Excellence Scholarship (CAPX):**

1. [apply](#) to CapU; and,
2. fill out the online Entrance Awards application through your [myCapU Account](#); and,
3. submit the following supporting documents:
  - a. CAPX Essay
  - b. CAPX Reference Letters
  - c. Leadership Skills and Community and Campus Engagement Worksheet

Instructions for completing the supporting documents are on the following pages.

Supporting documents must be submitted together as one package that includes your full name and Capilano University student number.

You should submit your supporting document package by email to [finaid@capilanou.ca](mailto:finaid@capilanou.ca) in PDF format only (zip files preferred) or postal mail to the address at the bottom of this page.

**The deadline to apply for entrance awards and submit your supporting documents is March 1, 2019.**

## ***Capilano Excellence Scholarships (CAPX)***

### ***Supporting Document Instructions***

#### **a. CAPX Essay Topic**

*What is the best teaching and learning experience you have had and why was it so effective from your perspective? What was a teaching and learning experience that was challenging for you, and how did you handle the situation?*

Your essay should be typed and approximately 750-1500 words in length. Indicate **CAPX Essay** on your essay and ensure you include your full name, Capilano University student ID, and the essay topic at the top of the first page. Be sure to edit and proofread your work for content, sentence structure, grammar, spelling, punctuation, etc.

#### **b. CAPX Reference Letters**

Two letters of reference are required:

1. One letter of reference from a member of your high school (teacher, coach, etc.)
2. One letter of reference from an individual that has had direct involvement in some aspect of overseeing your community involvement and/or leadership activities (no family members).

Your reference letters should include the date they were written and contain contact information for the referee. The letters should be submitted as part of your supporting document package; they do not need to be submitted directly from your referees and are not required to be in sealed envelopes.

You should mark your letters with **CAPX Reference Letters** at the top and ensure that your full name and Capilano University student number are on both letters.

#### **c. Leadership Skills and Community and Campus Engagement Worksheet**

Your worksheet should illustrate the activities/volunteering you regularly participate in that demonstrate your leadership skills and engagement within your community and school.

Be sure to include the date you started (and ended, if applicable) of each activity and the total number of hours that you dedicated to each activity between the start and end date.

Complete the worksheet electronically; handwriting is not permitted. The worksheet is available on the following page of these instructions.

**Note:** When you submit your completed worksheet, you are also put into the running for the following entrance award – you do not need to submit a separate *Leadership Skills and Community and Campus Engagement Worksheet* for this entrance award:

- Capilano University Community Leadership Award: *Mature/Transfer or New Program applicants only; High School applicants will need to submit a High School [Nomination Form](#) to be eligible.*

## Leadership Skills and Community and Campus Engagement Worksheet

Capilano University administers a number of entrance awards that support students who demonstrate leadership skills and engagement within their communities and schools. These awards are listed in the [Scholarships, Bursaries & Awards Guide](#) under the *Demonstrated Engagement* and *Demonstrated Leadership* categories.

To be considered for these awards:

- [apply](#) to CapU; and,
- fill out the online Entrance Awards application through your [myCapU Account](#); and,
- complete this worksheet.

Submit your worksheet by email to [finaid@capilanou.ca](mailto:finaid@capilanou.ca) (in PDF format), in person to the Registrar’s Office, or by postal mail to the address at the bottom of this page. **The deadline to apply for entrance awards and submit your worksheet is March 1, 2019.**

Many different types of pursuits may be considered activities that demonstrate your leadership skills and engagement with your community and campus. Use this worksheet to outline the relevant activities you regularly volunteer or participate in (e.g. clubs, tutoring, mentoring, etc.). Involvement in organized sports, such as coaching or participating as part of an athletic team, may also demonstrate leadership and provide a strong contribution to your school or community. Indicate the date you began (and completed, if applicable) the activity, the total number of hours involved to date, whether you were motivated to participate in the activity by a scholastic requirement or your personal interest, the leadership goals you achieved, and your role in the activity.

**Complete this worksheet electronically. Complete and sign additional pages as needed to record all of your activities.**

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc.	Dates (mm/yyyy)		Total Hours
		Start	End	
<i>Example</i>  Western Streamkeepers Society	<i>Example</i>  <ul style="list-style-type: none"> <li>• The Society helps maintain fish habitats by keeping streams clean. My role is to help remove garbage from various creeks with pre-school aged children. My participation is resulting in cleaner fish habitats and helping young children build a better understanding of our ecosystem</li> <li>• I brought forward a proposal for the expansion of the society. The society endorsed and adopted my proposal, and I am leading the expansion initiatives by overseeing the activities I proposed. The activities are...</li> </ul>	<i>Example</i>  01/2016	<i>Example</i>  (present)	<i>Example</i>  160 hrs. (average 2 hrs/week, for 10 months a year, over 2 years)

### Leadership Skills and Community and Campus Engagement Worksheet

STUDENT NUMBER	EMAIL ADDRESS
FIRST NAME	LAST NAME

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc.	Dates (mm/yyyy)		Total Hours
		Start	End	

Page \_\_\_\_\_ of \_\_\_\_\_

**Complete additional pages as needed**

#### Applicant Declaration

I understand that this worksheet forms part of my application for 2019/2020 Entrance Awards at Capilano University. As such, the applicant statement I agreed to via the 2019/2020 online entrance award application is in effect for this Worksheet.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

*Financial Aid & Awards  
 Registrar's Office – Birch Building, Room 230  
 2055 Purcell Way, North Vancouver, BC V7J 3H5*

### Leadership Skills and Community and Campus Engagement Worksheet

STUDENT NUMBER	EMAIL ADDRESS
FIRST NAME	LAST NAME

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc..	Dates (mm/yyyy)		Total Hours
		Start	End	

Page \_\_\_\_\_ of \_\_\_\_\_

**Complete additional pages as needed**

**Applicant Declaration**

I understand that this worksheet forms part of my application for 2019/2020 Entrance Awards at Capilano University. As such, the applicant statement I agreed to via the 2019/2020 online entrance award application is in effect for this Worksheet.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

*Financial Aid & Awards  
 Registrar's Office – Birch Building, Room 230  
 2055 Purcell Way, North Vancouver, BC V7J 3H5*

### Leadership Skills and Community and Campus Engagement Worksheet

STUDENT NUMBER	EMAIL ADDRESS
FIRST NAME	LAST NAME

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc.	Dates (mm/yyyy)		Total Hours
		Start	End	

Page \_\_\_\_\_ of \_\_\_\_\_

**Complete additional pages as needed**

**Applicant Declaration**

I understand that this worksheet forms part of my application for 2019/2020 Entrance Awards at Capilano University. As such, the applicant statement I agreed to via the 2019/2020 online entrance award application is in effect for this Worksheet.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

*Financial Aid & Awards  
 Registrar's Office – Birch Building, Room 230  
 2055 Purcell Way, North Vancouver, BC V7J 3H5*

### Leadership Skills and Community and Campus Engagement Worksheet

STUDENT NUMBER	EMAIL ADDRESS
FIRST NAME	LAST NAME

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc.	Dates (mm/yyyy)		Total Hours
		Start	End	

Page \_\_\_\_\_ of \_\_\_\_\_

**Complete additional pages as needed**

**Applicant Declaration**

I understand that this worksheet forms part of my application for 2019/2020 Entrance Awards at Capilano University. As such, the applicant statement I agreed to via the 2019/2020 online entrance award application is in effect for this Worksheet.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

*Financial Aid & Awards  
 Registrar's Office – Birch Building, Room 230  
 2055 Purcell Way, North Vancouver, BC V7J 3H5*

### Leadership Skills and Community and Campus Engagement Worksheet

STUDENT NUMBER	EMAIL ADDRESS
FIRST NAME	LAST NAME

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc.	Dates (mm/yyyy)		Total Hours
		Start	End	

Page \_\_\_\_\_ of \_\_\_\_\_

**Complete additional pages as needed**

**Applicant Declaration**

I understand that this worksheet forms part of my application for 2019/2020 Entrance Awards at Capilano University. As such, the applicant statement I agreed to via the 2019/2020 online entrance award application is in effect for this Worksheet.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

*Financial Aid & Awards  
 Registrar's Office – Birch Building, Room 230  
 2055 Purcell Way, North Vancouver, BC V7J 3H5*



### Leadership Skills and Community and Campus Engagement Worksheet

STUDENT NUMBER	EMAIL ADDRESS
FIRST NAME	LAST NAME

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc.	Dates (mm/yyyy)		Total Hours
		Start	End	

Page \_\_\_\_\_ of \_\_\_\_\_

**Complete additional pages as needed**

**Applicant Declaration**

I understand that this worksheet forms part of my application for 2019/2020 Entrance Awards at Capilano University. As such, the applicant statement I agreed to via the 2019/2020 online entrance award application is in effect for this Worksheet.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

*Financial Aid & Awards  
 Registrar's Office – Birch Building, Room 230  
 2055 Purcell Way, North Vancouver, BC V7J 3H5*

### Leadership Skills and Community and Campus Engagement Worksheet

STUDENT NUMBER	EMAIL ADDRESS
FIRST NAME	LAST NAME

Name/type of activity	Details about the activity, your specific role, the results of your participation, your motivation to participate, the leadership goals you achieved, etc.	Dates (mm/yyyy)		Total Hours
		Start	End	

Page \_\_\_\_\_ of \_\_\_\_\_

**Complete additional pages as needed**

**Applicant Declaration**

I understand that this worksheet forms part of my application for 2019/2020 Entrance Awards at Capilano University. As such, the applicant statement I agreed to via the 2019/2020 online entrance award application is in effect for this Worksheet.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

*Financial Aid & Awards  
 Registrar's Office – Birch Building, Room 230  
 2055 Purcell Way, North Vancouver, BC V7J 3H5*