

Canadian Engineering Memorial Foundation		Fondation commémorative du génie canadien
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JOHN EVANS ENGINEERING ENTRANCE AWARD

GENERAL INFORMATION

Each year the Canadian Engineering Memorial Foundation selects several women to act as Ambassadors for the engineering profession and to serve as role models for other young women.

John Evans, P. Eng was a Director and Vice-President of the Foundation, a committed supporter of women in engineering and a judge for CEMF awards. His legacy included a donation for an award to be made to a woman entering an accredited engineering program in Canada from high school.

While applicants must be in good academic standing, the award is not based on academic achievement. Ambassadors are selected based on their enthusiasm for engineering, their involvement in volunteer activities, leadership, communication, and interpersonal skills. One of the key requirements is that each ambassador must deliver at least one presentation to a junior-high or high school audience to explain “Why I Chose to Become an Engineer”.

In addition to a monetary award, Ambassadors receive these benefits:

- **Promotion and Recognition.** Ambassadors are featured in the annual CEMF brochure which is distributed nationally. A press release is sent to national and local media, professional engineering associations and the recipient’s university. Names, photos, and university affiliations are posted on the Foundation website.
- **Career Networking and Travel.** Travel and accommodation allowances may be provided so that Ambassadors can attend the CEMF Awards Ceremony should this event occur.
- **Engineering work placement** opportunity with Fortis Inc. at one of their Canadian utilities. Travel assistance to the Fortis utility for placement employment may be available but is not guaranteed.

ELIGIBILITY REQUIREMENTS

To be considered for the John Evans Entrance Award, applicants must

- Be a Canadian citizen or a Landed Immigrant with a Permanent Residence Card.
- Self-identify as female.
- Be a recent graduate or about to graduate from a Canadian high school and have applied to an accredited engineering program at a Canadian university. The selected applicant must show proof that they are enrolled as a full-time student in an accredited program before they are entitled to receive the first award allotment.

APPLICATION

Applicants must submit all of the relevant application documents in electronic form to johnevansaward@cemf.ca by the stated deadline. Acceptable file formats depend on the type of document, but several common formats can be used (e.g. pdf, wav, ppt, prezi). The applicant must ensure that each document is in a format that is accepted by the Foundation.

Any application that is incomplete will be rejected and CEMF will inform the applicant of the disqualification.

APPLICATION DOCUMENTS

- 1. Application Form and Checklist:** Complete the Application Form; use the Checklist to ensure you have included all the required documents and sign electronically.
- 2. Applicant Declaration:** Complete the Applicant Declaration Form, ensuring that it is electronically signed.
- 3. Proof of Citizenship:** Include a scan of your birth certificate or proof of Canadian citizenship or your Permanent Resident Card. This document will not be sent to the Judges as it is for qualification purposes only.
- 4. Promoting Engineering:** Write an informational letter addressed to the CEMF Judging Committee. Tell the judges about yourself, state why you think you would be a good ambassador for promoting engineering as a career for women and how you think your volunteer activities make you a strong role model for young women. The letter should be presented in an appropriate business format and should not exceed 2 pages.
- 5. Extracurricular and Community Activities:** Use the format shown in the table for community, extracurricular and other activities to summarize your involvement as a volunteer. Include your role, duration of the activity, frequency and any awards or recognition received. Applicants must be prepared to provide proof of any listed activity or awards if asked by the judges.
- 6. Reference:** Provide a reference from someone who can speak directly to your involvement in community and/or extracurricular. Your reference must use the standard form that is provided and should email the completed form directly to johnevansaward@cemf.ca by the application deadline.
- 7. Letter of Support:** Ask your high school official (e.g. Principal, Vice-Principal) to write a letter of support on school letterhead and email it directly to johnevansaward@cemf.ca by the application deadline. The Letter of Support should confirm that you have recently graduated or are about to graduate from a Canadian high school and address details such as:
 - Active participation in extracurricular activities and demonstrated leadership skills.
 - Participation in public duties, community, and volunteer work.
 - Interpersonal and communication skills.
 - Personal strengths such as curiosity, perseverance, creativity, problem-solving skills.
- 8. Voice Sound Clip:** In a short voice recording (two minutes maximum), explain your passion for engineering. **Check the sound quality (i.e. volume and clarity) before submitting.**

9. Presentation - *Why I Chose to Become an Engineer*

Your presentation (PPT or Prezi-based file format) should not exceed 15 minutes and it must be directed to a junior-high or high school level audience. Ensure it is engaging, exciting and inspiring since this is meant to make members of your audience want to enroll in engineering.

Include a set of speaking notes – preferably in the Notes section of the Power Point presentation or as a separate document. The speaking notes need not be a formal script and should convey a sense of how you would make the presentation to a group of junior-high or high school students. Include a bibliography of all your sources.

JUDGING CRITERIA

The judging panels' assessments are based on the information provided in the application documents to assess the key criteria for CEMF Ambassadors:

- A. Quality of your presentation for junior-high or high school students as demonstrated in your slides and speaking notes **Weighting (35%)**.
- B. Extent and scope of your involvement as a volunteer in community and extracurricular activities **Weighting (25 %)**.
- C. Assessment of your passion for engineering **Weighting (20%)**.
- D. Assessment of your potential to be an effective role model for young women and ambassador for engineering. Judges consider leadership potential, communication and interpersonal skills, perseverance, and creativity. **Weighting (20%)**.

Judges reserve the right not to issue an award in any given year and all decisions of the judges are final.

AWARD INSTALLMENTS

If you are selected for this award, CEMF will contact you using the permanent contact information provided on your application form. You will receive the monetary portion of your award in two installments.

The **first installment of 40%** is provided upon written confirmation from the Dean or administrative office that you are enrolled as a full-time student in the first year of an engineering program.

The **second installment of the balance of the award** is provided when all the following requirements have been met:

- A. Provision of a letter from the Dean or administrative office of your program confirming your acceptance into second year of the program **and** that you have enrolled as a full-time student.
- B. Confirmation that you have made a presentation to a junior-high or high school level audience. You must collect completed questionnaires from members of your audience (the *Presentation Questionnaire* will be provided to you by CEMF) and the attending teacher or group leader must provide a letter confirming that you made the presentation.

October 2022

John Evans Entrance Award – Application Form and Check List

Name:

Permanent Mailing Address (Home):

Email:

Telephone:

Alternative Contact Information:

(Indicate whose number/email this is. I.e. Your cell/Parents/etc.)

Submit each item below including a copy of this list to johnevansaward@cemf.ca on or before midnight ET, January 10, 2023

<input type="checkbox"/> Application Form and Checklist
<input type="checkbox"/> Declaration Form
<input type="checkbox"/> Proof of Citizenship or Permanent Resident status
<input type="checkbox"/> Informational letter
<input type="checkbox"/> Summary of your community, extracurricular and sports activities
<input type="checkbox"/> Your complete presentation with speaking notes
<input type="checkbox"/> Recording of you speaking about your passion for engineering
<input type="checkbox"/> Reference from _____ (Name of referee/reference). Ask this person to send the reference form directly to johnevansaward@cemf.ca .
<input type="checkbox"/> Letter of support from _____ (Name of person who is writing letter). Ask this person to send the letter directly to johnevansaward@cemf.ca .

I have read the application materials and agreed to abide by the terms of this award.

Signature:

Date:

APPLICANT DECLARATION

Before completing and submitting my application for the CEMF Engineering Ambassador Award and this Applicant Declaration, I declare that:

1. I have personally written my application, addressed all required issues fully and completely and that, to the best of my knowledge, the information provided in this application is true;
2. I self-identify as female and I am a full-time student in engineering in an accredited program at the named university;
3. If I am granted this award, I agree to arrange to genuinely deliver my proposed presentation to at least one high school audience with appreciable attendance of students prior to and provide the Questionnaires in a signed, sealed envelope plus the letter of proof of presentation to CEMF on or before **June 30, 2023**;
4. I also agree to provide my SIN Number to CEMF for Income Tax purposes.
5. As a recipient of the award and as a condition of receiving installments I understand and conscientiously accept that CEMF will rescind its contract with me and withdraw the CEMF Engineering Ambassador Award if I breach any of the following obligations:
 - If I fail to continue to act as an ambassador in the field of engineering and to serve as a role model for other young women to encourage them to become professional engineers;
 - If any common law fraud, fraud in equity, negligent or innocent misrepresentations in my application and within the Declaration are uncovered;
 - If inconsistencies in character, leadership skills and commitment to the goals and objectives of CEMF are uncovered in contradiction to what I, or any of my references, have represented in my application;
 - If I make disparaging, condescending or uncivil remarks and comments about CEMF, its staff and members; and

- If I fail to provide the following documents to CEMF by **October 15, 2023**
 - A. A written update of community and/or extracurricular involvement demonstrating leadership qualities and volunteerism.
 - B. A letter confirming my continued enrolment in an engineering program that proves promotion to the next year or term of engineering study from a Dean, Professor or Department Head, or proof of successful graduation from the program.
- 6. Should I fail to meet any of the requirements or deadlines above, CEMF has the right to rescind the contract and terminate any remaining payments.
- 7. As a recipient of the award, even after the full award is paid out to me by CEMF, I have a continuous obligation to help fulfill the mandate of CEMF by actively promoting engineering as a career choice for women and for young people in general. CEMF reserves the right to sever all ties with me should I breach this obligation.
- 8. I agree to allow my name, photograph, presentation and study plans to be released publicly if I receive an award.
- 9. I agree that information regarding any reason for the award monies being rescinded as listed above, may be shared with other involved parties who may have sponsored or supported CEMF and/or the award.
- 10. My CV and application documentation may be used by CEMF for recruitment purposes.

I have read and agree to the terms and conditions of the award.

Signature of Applicant

Date

Witness Name/Signature

Date

Applicant Information on Community, Extracurricular and Sports Activities

(Examples indicated in red – add more rows as required)

Name: _____ Email: _____

University: _____ Program: _____

Year	Community Activity	Timing	Award/Recognition
<i>2018</i>	<i>Community theatre group</i>	<i>Two plays. Practice two nights/ week</i>	<i>Regional</i>
	Extracurricular (including sports)		
<i>2017</i>	<i>Soccer – High School/</i>	<i>Weekly practice and games during school year</i>	<i>Made Team Captain</i>
	Other		



JOHN EVANS ENTRANCE AWARD REFERENCE FORM

Applicant's Name:

Name of the Reference:

Title:

Organisation or Institution:

Telephone Number:

Full Mailing Address:

Completion of this recommendation form is a necessary part of the application process for any CEMF Scholarship.

Referees are asked to send completed reference form directly to johnevansaward@cemf.ca
Applicant should ensure that referees are aware of the application deadline

How long have you known the Applicant and in what capacity?

What, in your opinion, differentiates this Applicant from her peers?

Comment on Applicant's leadership potential, organizational and motivation skills.

Comment on the Applicant's communication and interpersonal skills, and ability to work with others.

Comment on the Applicant's analytical skills, creativity, curiosity, perseverance, problem-solving and "doing."

When you compare this Applicant to other students at her level you have taught, led, guided, employed, how does she compare overall?

Exceptional:	Above Average :	Average :	Unable to Rank :

Feel free to provide any further comments that you feel would aid the Judging Committee in the evaluation of the Applicant. Additional pages may be attached.

Signature of Reference :

Date :
