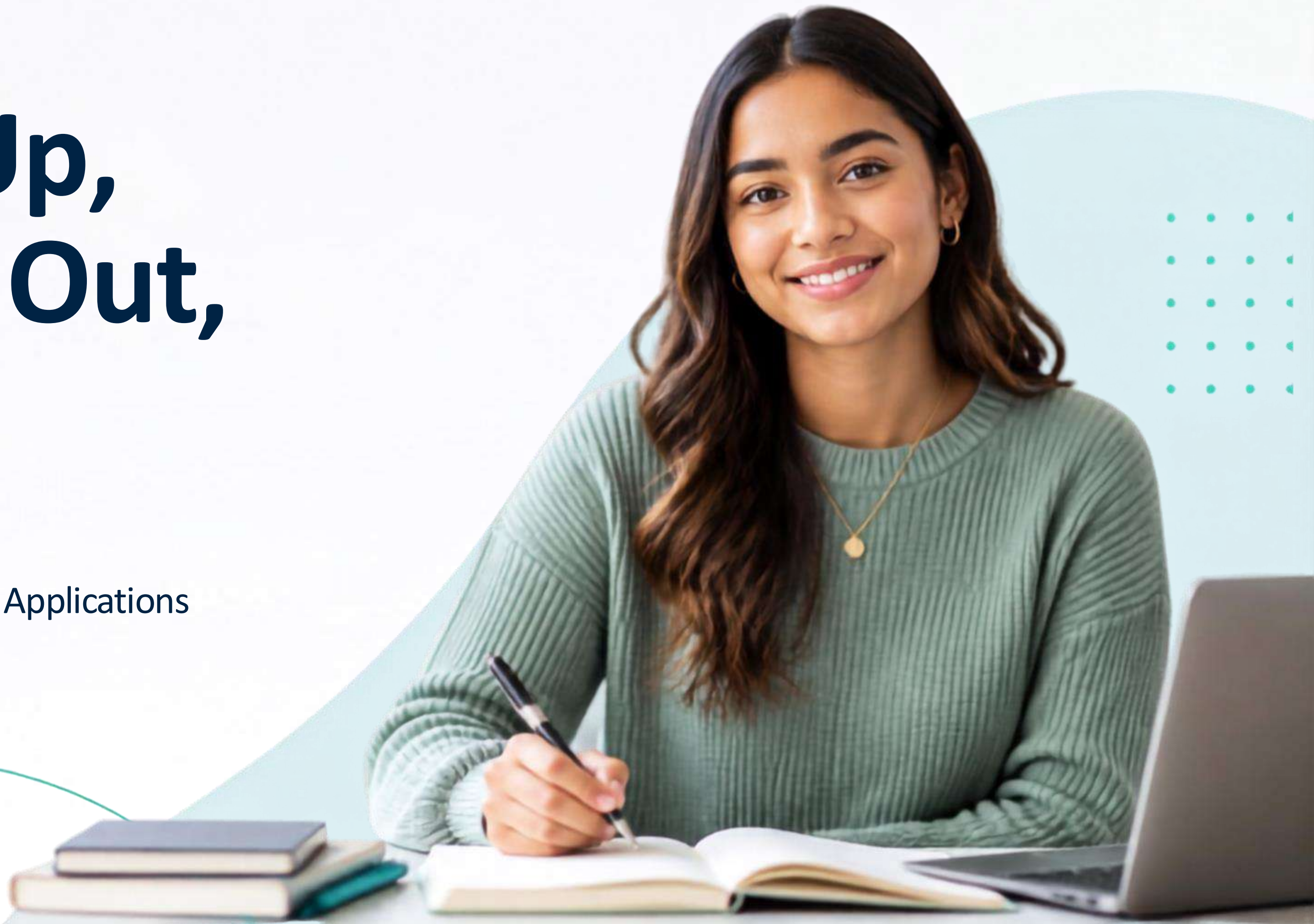


Step Up, Stand Out, Shine:

Your Guide to Award Applications



Applying for an Award

How to stand out and tell your story



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CLUB OF
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What are selection criteria?



How do you respond to them?



How do you put together a strong application?



Tips to make your application memorable



What Is a Selection Criterion?



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A selection criterion is something the award judges are looking for.

It might ask you to demonstrate:

- ✓ Leadership
- ✓ Community involvement
- ✓ Academic achievement
- ✓ Teamwork
- ✓ Initiative
- ✓ Resilience
- ✓ Creativity
- ✓ Volunteering or service

Think of each criterion as a question:
“Why should we choose you?”



Read the Question Carefully



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Before writing, highlight the key words.

For example:

“Demonstrate your leadership and contribution to your school or community.”

Ask yourself:

- ✓ What am I being asked to demonstrate?
- ✓ What examples can I give?
- ✓ What did I actually do?
- ✓ What was the result?

★ Don't just tell them what happened — show them.



Use the STAR Method



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A simple way to structure your answer:



S – Situation

What was happening?



T – Task

What needed to be done?



A – Action

What did you do?



R – Result

What happened because of your actions?

Example:

“Our school wanted to raise money for a local charity. I organised a lunchtime fundraiser, recruited volunteers and promoted the event. We raised \$2,000, which was donated to the charity.”



Focus on YOUR Contribution



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Remember:
The judges want to know what **YOU** did.



Instead of:
~~"We organised a fundraiser."~~



Try:
"I helped organise the fundraiser by..."



Use action words:

- | | | | |
|-------------|---------------|-------------|------------|
| ✓ Organised | ✓ Initiated | ✓ Designed | ✓ Achieved |
| ✓ Led | ✓ Coordinated | ✓ Improved | |
| ✓ Created | ✓ Volunteered | ✓ Supported | |



Evidence Makes Your Answer Stronger

Whenever possible, include evidence.



Instead of:

“I am a good leader.”



Say:

“I led a team of 10 students to organise a school event attended by more than 200 people.”

Evidence might include:



Numbers



Awards



Results



Feedback



Achievements



Improvements



Hours
volunteered



People
helped



Show, don't just tell.



Tell Your Story

Your application isn't just a list of achievements.

Think about:

What did I do?



Why did I do it?



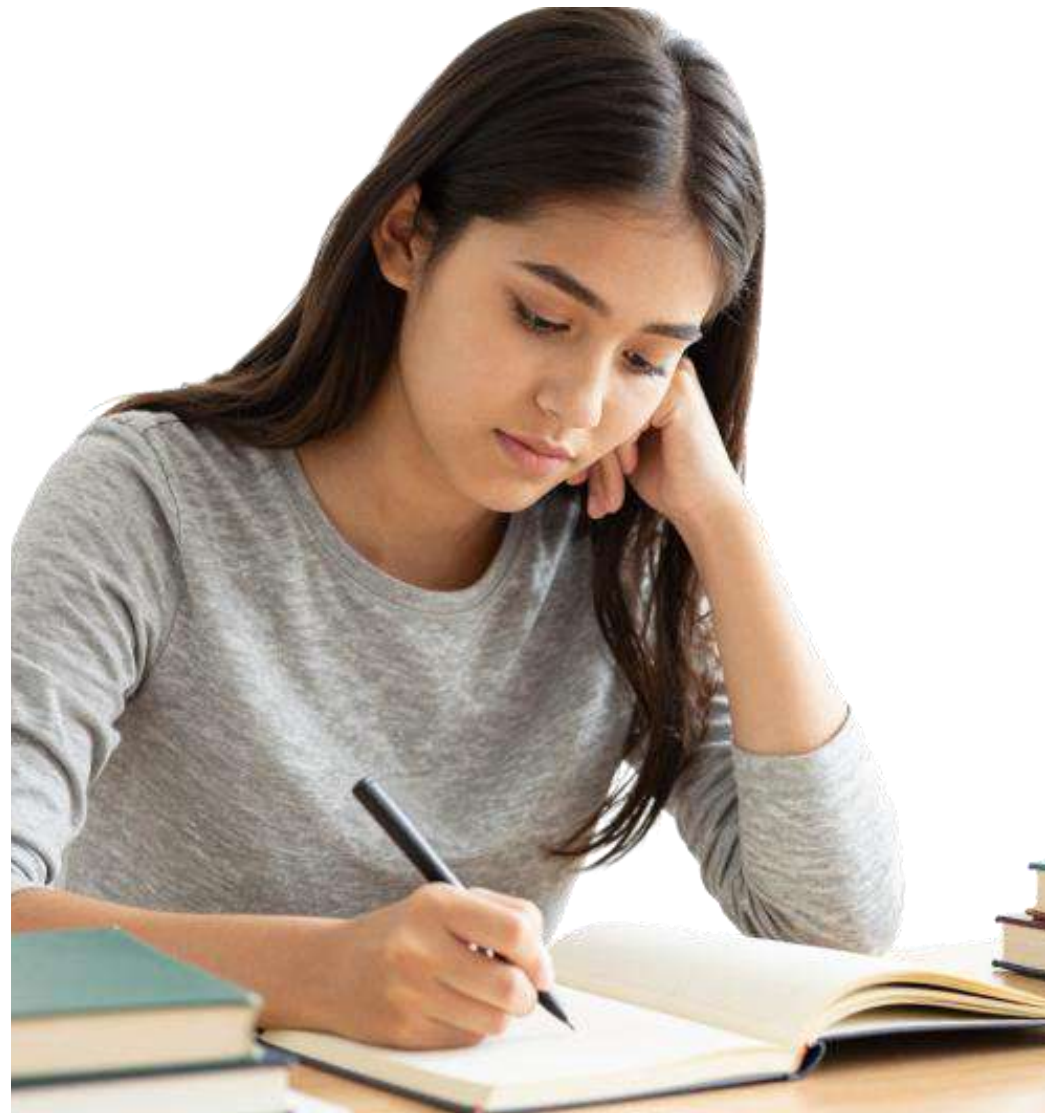
What did I learn?



What difference did I make?



How has it changed me?



Your experiences don't have to be extraordinary.
Small actions can demonstrate big qualities.

Putting Your Application Together

Before submitting:



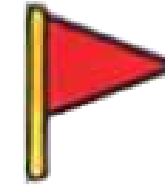
- ☒ Read the award guidelines carefully.
- ☒ Get your referees early.
- ☒ Get your school verification early.
- ☒ Answer every selection criterion.
- ☒ Use specific examples.
- ☒ Explain your own contribution.
- ☒ Include evidence and results.
- ☒ Check spelling and grammar.
- ☒ Stay within the word limit.



☒ ★ **Submit before the deadline!**



Common Mistakes to Avoid



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Avoid:

- ✗ Copying the question and giving a vague answer
- ✗ Listing achievements without explaining them
- ✗ Only talking about what “we” did
- ✗ Assuming the judges know your story
- ✗ Using the same example for every criterion
- ✗ Leaving your application until the last minute
- ✗ Trying to sound overly formal or using complicated language



Be genuine. Be specific. Be yourself.

Your 5-Step Award Application

1 Read



Understand the award and criteria.

2 Think



Brainstorm your best examples.

3 Structure



Use STAR to organise your responses.

4 Evidence



Add results, numbers and outcomes.

5 Review



Proofread and submit!



The Golden Rule



Don't just tell the judges that you're great.
Show them.

Tell them:

What you did



How you did it



Why it mattered



What you learned

Your application is your opportunity to tell someone:
**“This is what I’ve done, this is what I’ve learned, and
this is the difference I’ve made.”**

**We look forward to receiving your
application!** 

