



# Surrey Teachers' Association Awards Application Reference Letters Instructions only – do not submit this document

## Instructions for Dependents of STA Members

You must submit three reference letters as part of your application for the Surrey Teachers' Association Award. The individuals who write your reference letters should know you well, but they cannot be from family members or friends.

- Section E: academic achievement reference
- Section F: school-based extracurricular involvement reference
- Section G: community involvement reference

Reminder: you must secure these letters in time to submit them with your application by September 21, 2026.

Please share the instructions below with your referees.

## Instructions for referees (due to the student *before* September 21, 2026)

You have been asked to write a reference letter on behalf of a student applying for the Surrey Teachers' Association Award. Students must submit reference letters as part of their application. Reference letters will be reviewed by the STA Awards committee for the purpose of assessing submissions and determining recipients.

Please prepare your letter on your organization's letterhead and describe the following about the applicant:

- their role in serving your community or school group;
- their demonstrated leadership abilities or service; and,
- their aptitude for and commitment to their chosen career path.

Please also provide the following information about yourself:

- your role within the organization;
- your relationship with the applicant; and,
- your contact information (name, phone number, email address).

Please send the student a signed copy of your letter before September 21, 2026 (5 MB maximum file size).

Information about the Surrey Teachers' Association Awards is online:

[surreyteachers.org/scholarships-bursaries](https://surreyteachers.org/scholarships-bursaries)

Questions? Please contact the Surrey Teachers' Association:

[sta@surreyteachers.org](mailto:sta@surreyteachers.org)