GSA Graduate Citizenship Award Terms of Reference

2019 – 2020 Academic Year

Intake Period: September 9 – 23, 2019

Fall Intake Deadline: Monday, September 23, 2019 4:00 PM MT

Submit applications online

Applications and/or letters of reference received outside of the intake period will NOT be evaluated. Late applications will NOT be evaluated. Incomplete applications will NOT be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application package.

This document and the application form are available on the GSA’s web site. Questions regarding this application should be directed to the GSA Awards Committee Chair or Vice Chair at awards.gsa@ucalgary.ca

This information is collected following the standards set by the Personal Information and Privacy Act (PIPA). It is required to determine your eligibility for the award and may be used for research and statistical analysis. If you have any questions about the collection or use of this information, please contact the Awards Committee Chair at awards.gsa@ucalgary.ca.

This award is provided by the Graduate Students’ Association (GSA) as a replacement to the Alberta Graduate Citizenship Award. The GSA Awards Committee will conduct initial adjudication and forward the top 20 applications to the GSA Board of Directors for final decisions.

Purpose

“The GSA Graduate Citizenship Award recognizes graduate students who have demonstrated outstanding dedication and leadership to fellow students and to their community.”

Value

$2000 CDN

Eligibility

To be eligible for this award, the applicant must be an Active Member of the GSA as defined by Section 4, sub-section 4.2 of the GSA Bylaws during the 2019/2020 academic year.
Documents Required
Applications should be in the form of a **single pdf application** submitted online consisting of:

- A complete application form
- A detailed curriculum vitae (CV)
- Confirmation of enrollment
- Two letters of support (maximum 2 pages per letter) to be included as part of the awards package
- Appendix One (see below for specifications)

**Additionally**, all applicants must deliver (in person, through Canada Post, or through inter-office mail) an **original signed copy of the Application Form (not the entire package)** to the GSA offices (Earth Sciences 1030) prior to 4pm on Monday September 23th, 2019. This is **in addition** to the online submission of the entire application.

Application Specifications
- Curriculum Vitae (CV)
  - Ensure your CV provides a description of the responsibilities associated with each activity
    - E.g. if you were a conference volunteer, your duties may include judging posters, helping with registration, etc.
    - Please include the **level** of volunteering
      - i.e. Please include if this was a basic-level volunteer/support position, coordinator/management or initiated the project

- Letters of Reference
  - **Two** letters of reference are required
  - Each reference letter must be at maximum **two pages**
  - References letters must be dated and signed
  - Reference letters are to be attached to the PDF application package
  - Ensure your references know that this application is a volunteer award and as such the **letters of support should focus on your volunteer contributions**. This may need to be stressed if you are using a professor who is used to writing you academic reference letters.

- Appendix One
  - This is in **addition** to your CV
    - Information must appear in **both** places
  - All boxes are required for each activity
  - Please **only** include hours for activities within September 1, 2018-August 31, 2019:
    - **Do not add hours** for any activities that included time outside the given time frame (e.g. prior to September 2018). Hours listed outside of this time frame will not be taken into consideration when adjudicating.

Adjudication Criteria
Applications must be meet eligibility and submission requirements as described above. All eligible applications submitted on time will be assessed using the following criteria:
• Applications must be received during the intake period, online, as a single PDF before the deadline; applications not received in this manner will not be evaluated.
• Incomplete applications will not be evaluated.
• The amount and level of service and volunteer commitments
• Service commitments in Alberta
• Service commitments to the UofC and graduate communities
• The clarity and quality of the CV
• While all volunteer experience will be considered, emphasis will be on volunteer contributions which took place over the past year (September 2018 – August 31, 2019)

Additional Regulations
• All application packages are anonymized by GSA Staff;
• The GSA Graduate Citizenships Awards are initially evaluated by the Awards Committee under the supervision of the GSA VP Academic prior to forwarding nominated applications to the GSA Board of Directors.
  o Nomination and forwarding is not a guarantee of award payout.
• Questions about the application process must be directed to GSA Awards Committee Chair and Vice Chair at awards.gsa@ucalgary.ca
  o The Awards Committee Chair and Vice Chair aim to respond to all emails in a timely manner, but cannot guarantee a response within the 48 hour window prior to any awards deadline.
• Award decisions will be made 8-10 weeks from the intake date;
• The GSA will not be responsible for any tax liability incurred from awarding funds;
• Please note: As the number of applicants far surpasses the amount of available spots, we are unable to forward all graduate students who apply.
Appendix I: Summary of volunteer work over the past year (September 2018-September 2019)\[^{[1],[2]}\]

<table>
<thead>
<tr>
<th>Volunteer Contribution</th>
<th>Level (Volunteer/Support, Coordinator/Management, Initiator)</th>
<th>Description</th>
<th>Location (provincial OR national/international)</th>
<th>Who Benefited? (number and description of people)</th>
<th>Time Commitment (Hours)* ONLY FOR THE PAST YEAR (September 2018-August 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Awards Committee member</td>
<td>e.g. Support</td>
<td>e.g. evaluated 2 awards/semester, attended 2 committee meetings, basic-level volunteer</td>
<td>Calgary, Alberta</td>
<td>University of Calgary Graduate Students. 215 Applicants (In total)</td>
<td>e.g. 24 hours/semester for 2 semesters Total = 48 hours</td>
</tr>
</tbody>
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GSA Graduate Citizenship Award 2019/20
Board Approval Date: Sept 4, 2019
TOTAL HOURS (September 2018-August 2019)__________

[1] This is intended to supplement your CV, not replace it. Please make sure that all volunteer commitments listed in the appendix are also listed on your CV and vice versa.
[2] Applicants whose applications are forwarded for this award may be asked to provide proof of volunteer contributions and time commitments listed below.