



# GSA Student Service Award Application

## Award Terms of Reference (Abridged):

**Value:** Up to \$250, maximum of 24 awards provided annually.

**Eligibility:** Students enrolled in part-time or full-time in any graduate degree program at the University of Lethbridge. Graduate students currently serving in a paid position in the University of Lethbridge Graduate Students' Association (ULGSA) are not eligible to apply. Students may access this award once per year.

**Criteria:** Demonstrated service to the University and graduate student community.

**Application:** Applications MUST be submitted by November 1st or March 1st. An explanation of volunteer/community service and a reference letter is required.

**Selection:** Selection will be determined by the GSA Awards Committee based on deadline noted above. In the event an applicant holds a position on the GSA Awards Committee, they will be required to recuse themselves from the review of their application; should there be more than 24 applications they will be asked to recuse themselves from adjudicating this award entirely. This award may be bestowed on an individual who has completed their graduate program. If there are more applicants than there are awards, preference may be given to an applicant who has not already received the award.

Note: Please note that the type of service the GSA is seeking to recognize include, but are not limited to:

- University of Lethbridge and GSA committee work
- University/Faculty volunteer positions
- Graduate student club positions

**Payment:** This award is paid out through the cash office and will be applied to the applicant's student account. There are no exceptions for this.

For any questions or concerns regarding this award application, or for the full terms of reference, please email: [gsa@uleth.ca](mailto:gsa@uleth.ca), or contact the GSA office at 403-329-2132.

## Student Service Award Checklist:

Use the below checklist to ensure that you have included all required documentation.

**Incomplete applications will be rejected.**

Applicant Use	Office Use	Checklist
		Completed application form - ensure ALL sections and documents are attached.
		Proof of enrollment for semester in which the application is submitted.application is made (for example, if the application is submitted in October, confirmation for the Fall semester is needed)..
		Summary of volunteer roles & responsibilities and an explanation how these roles have improved campus life and the graduate student experience.
		A reference letter from a supervisor from one of the student's listed volunteer endeavors.
		Resumé/CV, including your University of Lethbridge volunteer positions

### OFFICE Use Only

Date received:	
Received by:	
Date reviewed:	
Reviewed by:	
Amount approved:	
Date of award distribution:	



## Applicant Information:

**Please Note:** the GSA Awards Committee may request supporting documentation for any items.

<b>Today's Date:</b>		
<b>Last Name:</b>	<b>Given Name:</b>	<b>Student ID #:</b>
<b>Street Address:</b>	<b>City:</b>	<b>Postal Code:</b>
<b>Cell Number:</b>	<b>Other Contact Number:</b>	<b>Email Address:</b>
<b>Current Degree (circle/highlight):</b>  MASTERS / PHD	<b>Full-Time or Part-Time?</b>	
<b>Faculty:</b>	<b>Department:</b>	<b>Major:</b>
<b>Program Start Date:</b>	<b>Expected Completion Date:</b>	
<b>Citizenship (circle/highlight):</b>	Canadian Citizen	Permanent Resident      International Student
<b>Have you received this award during your current degree (circle/highlight):</b>	YES	NO

## Service/Volunteer Information:

Name of organization:	Hours/month volunteered:	Supervisor's Name:

## Declaration

***I understand that if this declaration is not signed, my Student Service Award application cannot be considered for funding.***

Please read before signing.

### **I declare:**

- That the information provided in this application, all attachments and supplemental documents are true. I understand that all the information provided is subject to verification.

### **I agree to:**

- Notify the GSA Office in writing if I change my address, financial or academic status or study period.
- I understand that I may be denied this award if:
  - I make a false or misleading statement in this application
  - I do not comply with a request from the GSA to provide information or documents to verify information in this application
- Abide by the Award Committee's decision
- I understand that I must wait for the Award Committee to adjudicate the award which can take **up to four weeks after the application deadline.**

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Student Signature

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Date