



Michigan | Campus Compact

2009-2010 OUTSTANDING STUDENT SERVICE AWARDS

Application Instruction Packet

Please read all instructions before beginning application.

Application Deadline: February 22, 2010

Congratulations!

You have been nominated for a 2009-2010 Michigan Campus Compact (MCC) Outstanding Student Service Award for demonstrating outstanding dedication to community service and civic engagement in your community throughout your educational career. MCC promotes the education and commitment of Michigan college students to be civically engaged citizens, through creating and expanding academic, co-curricular and campus-wide opportunities for community service, service-learning and civic engagement. Compact members believe that students' direct contact with social problems encourages critical thinking and civic responsibility, fostering an ethic of life-long service. We believe your service-learning experience is worthwhile and we would like to recognize you for your dedication. From the group of nominees, we will select award winners for the following three categories:

- *MCC Outstanding Community Impact Award* – honors up to five undergraduate students and one graduate student in Michigan who have made service an integral part of their college experience by their significant contribution to community resources. The recipients' efforts build partnerships between their campuses and communities to demonstrate personal reflection and a commitment to lifelong engagement. Recipients of this award will also receive \$200 to the organization of their choice to further their endeavors.
- *MCC Commitment to Service Award* – recognizes one undergraduate student per MCC member campus for either the breadth or the depth of his/her community involvement or service experience(s) and the demonstration of meaningful reflection.
- *MCC Heart and Soul Award* – recognizes undergraduate and graduate students for their time, effort and personal commitment to their community through service.

We encourage you to take this opportunity to be recognized for your dedication and commitment to your community. Remember that this recognition is not just for yourself, but for the individuals nominating you, your school, your community and the lives you have touched.

Application instructions and requirements are listed on page three of the application packet. **Review contents carefully so you are fully prepared to provide complete and accurate information.** All applications must be **submitted by February 22, 2010** to receive consideration. Only electronic submissions will be accepted. For questions, please contact Ashley Gulker at 517-492-2455 or agulker@micampuscompact.org.

In Service,

Renee Miller Zientek
Executive Director
Michigan Campus Compact

Ashley Gulker
Program Specialist
Michigan Campus Compact

Application Instructions and Requirements

Award applications are available at www.micampuscompact.org/studentawards.asp to download in interactive PDF form, to access this form, **applicants should be sure to download the most recent version of Adobe Reader, which can be found at www.adobe.com/products/acrobat/readstep2.html and is available free of charge.** This software will allow users to fill in, print, and submit the report forms via email. All applicants should plan to complete the interactive PDF form in one sitting. Please read the application carefully and respond to all parts.

Application Requirements:

- Application coversheet must be completely and accurately filled out.
- Response to the three reflection questions cannot exceed the provided space and should be typed in 11-point font, 1.5-spaced.
- Applicants must supply **one (1) electronic** Letter of Support from either a community partner or from an advisor, faculty member or other college/university representative (see page 6).
- Applicants should keep a record of their application responses by printing a copy of the completed form. Do so by clicking on the “Print” button at the top of page 1 on each form. MCC also recommends saving a copy of your application on your computer, thumb drive, etc.
- Applicants should click on the “Submit” button at the bottom of each form in order to submit their application. Clicking on this button will prompt the user to select an email client. If you are using a desktop email application, like Microsoft Outlook, you will be prompted to send the form via email. Applicants must hit “Send” in their email application to complete the submission. If you are using internet email, such as Microsoft Hotmail, or do not know which email client to select, you will be prompted to save the PDF form somewhere you can easily find it. Applicants must then open their email account and create a new email message. Be sure to copy the email address, subject and message from the prompt and paste them in the appropriate places in your message. Finally, attach the saved PDF form and hit “Send” to complete the submission.
- Applicants must supply at least one picture, in digital format only, in which the applicant is engaged in community service. Please be sure to include your name and school with your photo submission. Photos can be sent via email in a **.jpg** format to agulker@micampuscompact.org. The photos may be used in a presentation at the Outstanding Student Service Awards Ceremony and subsequent publicity. Only photos of students engaged in service activities will be featured at the award ceremony.

BEFORE YOU SUBMIT YOUR APPLICATION

Check List:

- Application Coversheet is fully completed
- Three reflection responses are copy/pasted into the interactive PDF
- One letter of support completed and in a digital format that can be uploaded as an attachment
- At least one picture (digital only) of the applicant engaged in service is ready to send to agulker@micampuscompact.org.

Reflection Instructions

To be considered for the Outstanding Community Impact, Commitment to Service and Heart and Soul Awards, applicants must respond to three short reflection questions. Students should respond to each reflection separately in the space provided. Reflections must be typed in into the interactive PDF form that can be downloaded at www.micampuscompact.org/studentawards.asp. The application scorecard used by the review committee is exemplified on the next page. A selection committee will review the applications. You will find the award criteria and scorecard on page five (5). When the review process is complete, you will be notified of the status of your application.

Reflection Composition Recommendation

Remember that your ability to express in writing your experience(s) with service and community engagement will determine the award you receive. For that reason, the following practices are recommended:

- Create your reflections first in a word document and copy/paste them into the application form when you are sure you are ready to submit your application.
- Use spell check, but do not rely on it altogether.
- Proofread for grammar and punctuation.
- Have someone else, such as the person writing your letter of support, proofread your reflection response to make sure your experience(s) are clearly articulated and your points are both comprehensible and easy to follow.
- Use your best judgment to determine lengths of each reflection. Your responses do not have to be of equal length.

Reflection Questions

1. List your experience(s) with service and community engagement during your college experience (OR include a service resume), and describe one or two that you feel have been most meaningful.
2. How/why are your experience(s) meaningful? (as an individual, community, etc.)
3. How are your experience(s) leading you to make changes in your life to benefit the community?

Michigan Campus Compact recommends that you type your reflections in a word document and copy/paste them into the interactive PDF. Do not expect that you will be able to save the application and return to it later.

EXAMPLE - Application Scorecard – EXAMPLE

The following is a sample of the application scorecard reviewers will use when grading your application packet. Applicants do not need to complete and return this form. **This form is subject to change.*

Reviewer Name: _____ Campus/Organization: _____
 Application Number: _____

Please circle the number you feel best equates the students answer

Criteria	No Response	Not Very Well			Well	Extremely Well
Reflection Question #1 Evaluation						
How well did the student describe his/her experience(s)?	0	1	2	3	4	5
How well did the student demonstrate breadth and/or depth of service experience(s)/community engagement?	0	1	2	3	4	5
Reflection Question #2 Evaluation						
How well has the student articulated the meaning of their experience(s) to themselves?	0	1	2	3	4	5
How well has the student articulated the meaning of their experience(s) to the community?	0	1	2	3	4	5
Reflection Question #3 Evaluation						
How well does this student demonstrate a life-long commitment to the community?	0	1	2	3	4	5
How well does the student understand their potential to make lasting change in their community?	0	1	2	3	4	5

Reflection Question Points _____/30

Reflection Evaluation and Comments (grammar, spelling, ability to express, etc.)

Reflection Evaluation Points _____/10

Letter of Support Evaluation	No		Yes
Adequately describes how he/she knows the student	0	1	2
Compares the student to his/her peers	0	1	2
Adequately describes why this student should receive the award	0	1	2

Overall Evaluation and Comments

Criteria	No Letter of Support	Average		Truly Remarkable	
	0	1	2	3	4

Letter of Support Points _____/10

Total Overall Points _____/50



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Electronic Letter of Support

Please give this form to the person writing your letter of support

Thank you for offering to write a letter of support for a student applying for a Michigan Campus Compact (MCC) Outstanding Student Service Award. MCC promotes the education and commitment of Michigan college students to be civically engaged citizens, through creating and expanding academic, co-curricular and campus-wide opportunities for community service, service-learning and civic engagement. Compact members believe that students' direct contact with social problems encourages critical thinking and civic responsibility, fostering an ethic of life-long service.

Each year, MCC recognizes undergraduate and graduate students at MCC member institutions who have demonstrated outstanding dedication to community service and civic engagement throughout their educational career. We are delighted to continue this annual tradition to commend students for devoting their time and talents to building stronger, safer and connected communities. Student applicants will be considered for one of the following awards:

- *MCC Outstanding Community Impact Award* – honors up to five undergraduate students and one graduate student in Michigan who have made service an integral part of their college experience by their significant contribution to community resources. The recipient's efforts build partnerships between their campuses and communities to demonstrate personal reflection and a commitment to lifelong engagement. Recipients of this award will also receive \$200 to donate to the organization of their choice to further their endeavors.
- *MCC Commitment to Service Award* – recognizes one undergraduate student per MCC member campus for either the breadth or the depth of his/her community involvement or service experience(s) and the demonstration of meaningful reflection.
- *MCC Heart and Soul Award* – recognizes undergraduate and graduate students for their time, effort and personal commitment to their community through service.

Your letter of support will be evaluated as part of the student's application. For that reason, we ask you address the following items in your letter of support:

- How do you know this student and in what capacity?
- How does this student compare to his/her peers?
- Why do you recommend this student?

In addition to your letter of support, students will be evaluated on the following criteria by answering three short reflection questions. If you feel you can support any of these criteria, please feel free to include this in your letter:

- Breadth and/or depth of experience(s) through service and community engagement
- Understanding of community and personal impact
- Commitment to lifelong engagement and ethic of service

After completing your letter of support, please return it electronically to the student for inclusion in their application (only electronically submitted letters that can be uploaded with the student application will be accepted). Student's application must be submitted by February 22, 2010.