



Service Award Checklist

Dear Student,

We are very excited that you are applying for the Service Award sponsored by the Office of Collegewide Student Affairs. The time and effort you have spent getting involved in service is greatly respected by the college.

Now that you are getting ready to send in your application, make sure you have completed the following:

- Must be a matriculated student of Empire State College
- Must have 3.0 Cumulative GPA or higher
- Completed the Collegewide Student Affairs - Service Award Application by February 27, 2018
- Completed the required open response questions and attached them to your application o Please have your name appear on all pages of application
- Signed and dated the second page of the Service Leadership Award Application
- Received a recommendation from someone within your service organization
- Received a recommendation(s) from a staff/faculty member of Empire State College.
- Submitted application, open response questions and signature page to the Office of Collegewide Student Affairs
- Received confirmation from the Office of Collegewide Student Affairs that all your application materials have been received.

Thank you for your interest in the Service Award and we will notify winners no later than March 9, 2018.

Sincerely,

Collegewide Student Affairs



Collegewide Student Affairs - Service Award Application

Deadline: February 27, 2018 by 5 p.m. EST

Demographic Information

Name: _____ ESC Student ID #: _____

Email Address: _____

Address: Street: _____

GPA: _____

City: _____ State: _____

Degree being perused: _____

Zip: _____

Phone: _____

Expected Year of Graduation: _____

Area of Study: _____

Center/Unit: _____

Community/College Service Information

Please list up to three service organizations.

Name of Organization: _____

Location of Service Organization or College Regional Center: _____

Length of Service: _____

Name of Organization: _____

Location of Service Organization or College Regional Center: _____

Length of Service: _____

Name of Organization: _____

Location of Service Organization or College Regional Center: _____

Length of Service: _____

Open Response about Your Involvement

Please answer the following questions and attach to this application.

1. In 500 words or less, please complete a personal statement describing your interests, life experiences and goals.
2. In 2000 words or less, please describe the service in which you have participated, how you are involved in that service, and what you have learned from your involvement.



Collegewide Student Affairs Service Award Application

Deadline: February 27, 2018 by 5 p.m. EST

By signing below, I acknowledge the information provided to be complete and accurate to the best of my knowledge. I also give permission to SUNY Empire State College to publish the winners of the awards in any media formats.

Print Name

Signature

Date

Completed applications can be returned to the Office of Collegewide Student Affairs via:

Mail Service:

Empire State College
Attn: Collegewide Student Affairs (Service Award)
1 Union Ave
Saratoga Springs, NY 12866-4310

Email: Please sign and scan your application form.

Danielle.Boardman@esc.edu

Fax: Please attach a cover letter with fax.

518-587-9716



Collegewide Student Affairs Service Award Recommendation Form
Member of Service/College Organization

Deadline: February 27, 2018 by 5 p.m. EST

Name: _____ **Applicant's Name:** _____
Email: _____ **Phone:** _____
Relationship to Student: _____

Recommendation

Please attach recommendation to this form.

Discuss the Empire State College student's character, dedication and role in the organization.

Unless otherwise requested, all applicants will receive a copy of the recommendation.

By signing below, I acknowledge the above information to be complete and accurate to the best of my knowledge. I also give permission to SUNY Empire State College to publish information about the awardees in any media format.

Print Name

Signature

Date

Completed forms can be returned to the Office of Collegewide Student Affairs via:

Mail Service:

Empire State College
Attn: Collegewide Student Affairs (Service Award)
1 Union Ave
Saratoga Springs, NY 12866-4310

Email: Danielle.Boardman@esc.edu
Sign and scan your nomination.

Fax: 518-587-9716
Attach a cover letter with the fax.

Office Use: Student ID: _____ Other: _____



Collegewide Student Services Service Award Recommendation Form
Empire State College Faculty or Staff

Deadline: February 27, 2018 by 5 p.m. EST

Name: _____ **Applicant's Name:** _____
Email: _____ **Phone:** _____
Relationship to Student: _____

Recommendation

Please attach recommendation to this form.

Discuss the student's character and academic determination. If possible, provide details of the student's service activities.

Unless otherwise requested, all applicants will receive a copy of the recommendation.

By signing below, I acknowledge the above information to be complete and accurate to the best of my knowledge. I also give permission to SUNY Empire State College to publish information about the awardees in any media format.

Print Name

Signature

Date

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Email: Danielle.Boardman@esc.edu
Sign and scan your nomination.

Fax: 518-587-9716
Attach a cover letter with the fax.

Office Use: Student ID: _____ Other: _____