



CHANCELLOR'S MEDALS Application Process

Each year the University acknowledges students committed to the areas of student service and community service, awarding up to eight medals in each service area upon the recommendation of members of the University community.

The Chancellor's Medal for Student Service is awarded to members of the graduating senior class who have made outstanding contributions to the University (clubs and organizations, campus programs, leadership position, or other activities that improve the quality of life for students at the University of Massachusetts Lowell) during their undergraduate studies in day or online and continuing education programs. While the applicant's entire history will be taken into account, volunteer efforts related to the University will be given special consideration in the selection process.

The Chancellor's Medal for Community Service is awarded to University students who have made significant contributions to the public good (volunteer efforts which benefit the Greater Lowell community, other communities, or other organizations) and thus have brought credit to themselves, the University and the larger community. Graduating students enrolled in graduate or undergraduate programs (day, online and continuing education programs) are eligible.

Please note that the committee will be judging the overall quality of the application (neatness, grammar, etc.) as well as the contents. Also, students must have declared their intent to graduate no later than summer 2014. Undergraduates must have a 2.0 minimum overall GPA, graduate students a 3.0 minimum overall GPA and neither may be on disciplinary probation, when submitting the application. Applicants can qualify for both medals but may receive only one.

When applying for one or both of these prestigious awards, the applicant must follow the application process noted below:

1. **Candidate's Personal Statement:**
In 500 words or less please indicate the reasons you feel you qualify as a candidate for the award/s for which you are applying (student service, community service or both). Please indicate only those activities in which you have actively participated as well as the length of your participation.
2. **Co-Curricular Resume' (see examples):**
The statement must be typed and should include the most significant accomplishments during your time at UMass Lowell. Please highlight all activities and include specific contributions, programs or activities you were directly involved with in each organization – teams, groups, etc. as well as the **length of your participation**.
3. **Recommendations:**
Candidates must submit recommendations (a minimum of two, maximum of three) from campus supervisors, faculty and/or staff, as well as others in the greater surrounding community, in the case of the community service award. (Committee members cannot write recommendations. See list below.) Recommendations must be typed and signed, with the name of the candidate at the top. This recommendation should include how they know the student and for how long and a statement explaining why they believe the candidate should be considered for the award. The recommendation must be returned to the candidate who will submit all the documentation for the award at the same time.
4. **Submission of Applications:**
The candidate's **cover sheet** (attached), **personal statement, co-curricular resume'**, and a **minimum of two, maximum of three recommendations** must be submitted as a complete application package to: *(please paperclip your packet together - DO NOT STAPLE) your name should appear on each page of your packet. Label each document.*

The Office of Student Affairs
Cummock Hall Room 110, North Campus

Deadline: Wednesday, March 5, 2014 at 5:00 p.m.
Late applications will not be accepted.

All applicants will be notified of the status of their application by mail by the end of April. A copy of their letter will be available in the Office of Student Affairs upon notification by email to the applicant.

Deina Abdelkader – Faculty – FAHSS	James Kohl – Dean of Student Affairs & Enrichment
Annie Ciaraldi – Associate Dean of Student Affairs	Joan Lehoullier – Associate Director of Athletics
Mary Connelly – Assistant Dean of Student Affairs	Ziyad Salameh – Faculty – Electrical & Computer Engineering
Elizabeth Bifuh-Ambe – Faculty Graduate School of Education	Laurence Siegel – Associate Vice Chancellor Student Affairs
Brenda Evans – Dean of Student Affairs & Event Services	Deborah White – Director of Graduate Programs
Nancy Goodyear – Faculty – School of Health Sciences	Yi Yang – Faculty - Management



COVER SHEET
CHANCELLOR'S MEDAL FOR STUDENT SERVICE AND
CHANCELLOR'S MEDAL FOR COMMUNITY SERVICE

*Name of applicant: _____

Please check your preferred address to receive notifications:

Home address: _____

Home phone number: _____

School address/ MS#: _____

*School phone/cell number: _____

*UMS#: _____

*Email Address: _____

*College/Major: _____

Important: Please check the appropriate box. If you check **Both**, your Candidate's Statement and Co-Curricular Resume' should reflect activities in both student service and community service.

Chancellor's Medal for Student Service

Chancellor's Medal for Community Service

Both - If applying for both medals, indicate the specific medal your activity relates to by indicating **(CS)** for Community Service or **(SS)** for Student Service.

Statement conditions:

Information concerning recipients of these awards will be available to the media.
Late or incomplete application will not be accepted.

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FOR OFFICE USE ONLY

Date received: _____ Time received: _____

Person receiving application: _____ Duplicated: _____

Medal awarded: ____ Yes ____ No Date Letter sent: _____

Home/School Address _____



**CO-CURRICULAR RESUMÉ FOR
THE CHANCELLOR'S MEDAL FOR STUDENT SERVICE**
SAMPLE*

**John Q. Smith
1234 Bellevue St.
Anytown, MA 03345**

(Begin with a brief statement which summarizes your student service while at the University.) Sample

I am currently graduating with a major in Business Administration, and a concentration in Accounting. During my time at UMass Lowell, I have been active in several organizations and many activities on campus that have contributed to the positive development of student life at UMass Lowell. In recent years, I have specifically worked with clubs relating to (major, specific interest, student government...etc). Additionally, I have initiated several large scale (projects, presentations, activities...etc) which have had a significant effect on the UMass Lowell community.

ACTIVE INVOLVEMENT (initially list names of the groups only, see example below)

- Office of Enrollment and Student Success Orientation Program
 - Centers for Learning
 - Office of Residence Life
 - Student Alumni Ambassador
 - Off Broadway Players
 - Entrepreneurial Ventures Society
 - Association of Students of African Origin
 - Accounting Society
-

WORK EXPERIENCE (List group, dates of service, position(s) held and a list of responsibilities, projects and contributions that you made for which you were paid and indicate (CS) for Community Service or (SS) for Student Service.

- Office of Enrollment and Student Success Orientation Program Spring 2011-Present
 - Orientation Leader (Spring 2011- Spring 2013) (SS)
 - Serve as mentor and guide in facilitating new students successful transition to the University.
 - Promote the University and its resources to incoming students.

 - Orientation Operations Manager (Summer 2013 –Present) (SS)
 - Supervise Orientation Leaders,
 - Manage administrative tasks for major events such as Selection Weekend, Staff Retreat and Open House.
 - Act as liaison to faculty and staff for Orientation.
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- Centers for Learning and Academic Support Services Fall 2011- Present
 - Writing Tutor (SS)
 - Offer assistance to students in all phases of writing process.
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- Office of Residence Life Fall 2012- Present
 - First Year Resident Educator (SS)
 - Familiarize students to campus and community resources and make referrals as necessary
 - Create an academically focused environment using passive and active programming.
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LEADERSHIP ROLES/EXPERIENCE (List group, dates of service, position(s) held and a list of responsibilities, projects and contributions that you made for which you were not paid and indicate (CS) for Community Service and (SS) for Student Service.

- Student Alumni Ambassador (SS) Spring 2012-Present

- Work with the Office of Advancement to serve as a student presence at Major University functions,
- Assist in the program and interact with the guests, providing a student perspective on life at the University.

Off Broadway Players (SS) Spring 2011- Spring 2013

- RENT- House Manager (April 2011)
- The Laramie Project- Assistant House Manager (October 2012)
- Footloose- Cast Member (May 2012)

Entrepreneurial Ventures Society (CS) Fall 2012-Present
Community Service Chair

- Organize a variety of community service activities for members, including Walk for Hunger, Lowell Wish Project and book collection drive for Barrett Middle School library.
- Maintain awareness of Greater Lowell community needs.
- Communicate with a variety of community nonprofit organizations.

Association of Students of African Origin

Treasurer (SS) Fall 2012- Present

- Keep accurate account of organization's funds
- Work closely with advisor, officers and Student Activities Business Manager to ensure all paperwork filed properly for purchases and reimbursements.

Accounting Society

Vice President (SS) Fall 2012- Spring 2013

- Assisted the President in all affairs of the organization.
- Worked closely with 4 committee chairs to ensure proper support and assistance in function of the committees.

AWARDS AND RECOGNITION

Student Activities Emerging Student Leader of the Year	May 2012
Who's Who Among Students in American Colleges and Universities	April 2013
Omicron Delta Kappa, National Leadership Honor Society	Inducted April 2013
Beta Sigma Gamma, Business Honor Society	Inducted February 2013



CO-CURRICULAR RESUMÉ FOR
THE CHANCELLOR'S MEDAL FOR COMMUNITY SERVICE

****SAMPLE****

**Beth C. Ross
1 Salmon Way
Sumtown, MA 01235**

During my undergraduate years at the University of Massachusetts Lowell I have been active in a number of clubs and organizations which encourage and support community outreach and involvement. I am graduating with a degree in Criminal Justice and a concentration in Psychology. My most positive experiences involved programs targeted to teens in the Greater Lowell area. My most satisfying experience has been with the Keystone Club and Toastmasters at the Boys and Girls Club. I organized an oratorical contest on the topic "Why My Voice is Important?" We had 30 participants. The judges were upper class students and faculty members from the English Department. I hope to continue more community service activities while pursuing my graduate degree in Community Psychology at the University.

ACTIVE INVOLVEMENT

- Office of Residence Life
- Lowell Boys and Girls Club
- Diversity Peer Advisor
- Alternative Spring Break
- Psychology Club
- WUML Radio Station
- Merrimack Valley Food Bank

WORK EXPERIENCE (List group, dates of service, position(s) held and list of responsibilities, projects and contributions that you made for which you were paid and indicate (CS) for Community Service and (SS) for Student Service).

- Office of Residence Life (SS) Spring 2011- Present
Resident Advisor
- Develop a sense of community through encouraging residents' involvement in the Residential Curriculum
 - Create a minimum of 4 unique programs per semester including a very successful Disabilities Awareness program.
 - Establish and maintain expectations of behavioral standards in accordance with the Student Code of Conduct
 - Assisted with annual Safe Trick or Treat and Relay for Life Programs

VOLUNTEER COMMUNITY SERVICE/LEADERSHIP EXPERIENCE (List group, dates of service, position(s) held and list of responsibilities, projects and contributions that you made for which you were not paid and indicate (CS) for Community Service and (SS) for Student Service).

- Lowell Boys and Girls Club (CS) Fall 20011 – Present
Toastmasters Coach (Spring 2011- Present)
- Help teach life skills and interpersonal communication, including speech writing and interviewing to students aged 16-18.
 - Meet weekly with Toastmaster members to facilitate discussion and sharpen skills.
 - Coordinated very successful (30 contestants) oratorical contest on the topic "Why My Voice is Important".
- After School Program Volunteer Coordinator (Fall 20011-Fall 2013)
- Provided after school supervision for children ages 9-12, two days a week in 2 hour sessions
 - Provided tutorial services in reading and math

Diversity Peer Educator (SS) Spring 2012- Present
- Work with staff in Multicultural Affairs to help educate the campus on issues of inclusivity
- Participate in a two day training on identity development, creating inclusive environments and how to facilitate workshops.

Alternative Spring Break Service Club (CS) Spring 2012 - Present
President
- Guide and support 3 committee chairs and 3 officers in the successful completion of their tasks.
- Conduct weekly meetings so membership is up to date with the organization's activities.
- Ensure appropriate contact between organization and other charitable organizations.
- Identify and assist in the planning of at least one major community service trip each year, during Spring Break

Psychology Club (CS) Fall 2012 -Present
Community Service Chair
- Maintain communication with charitable organizations to identify and recommend community service projects.
- Coordinated semester long clothing drive for Middlesex Shelter.
- Assisted in collection of backpacks for needy foster children.

WUML Radio Station (SS/CS) Spring 2011- Fall 2012
Treasurer
- Kept accurate account of organization's funds and ensure all paperwork is filed appropriately for purchases and reimbursements.
- Served as DJ for World Music program
- Assisted in collection of donations and distribution of toys collected from annual Toys for Tots concert.
- Volunteered past two years to cover the Lowell Folk Festival weekend programming

Merrimack Valley Food Bank (CS) Fall 2010-Fall 2012
- Volunteered one day a month to stock donations in the pantry and assisted in the distribution of food to needy families.

AWARDS AND RECOGNITION

UMass Lowell MLK, Jr. Student Oratorical Contest Winner	Spring 2012
Residence Life Student Staff Member of the Year	Spring 2013
Who's Who among Students in America's Colleges and Universities	Spring 2013
Tau Sigma, Transfer Student Honor Society	Inducted Spring 2012
Learning in Retirement Scholarship	Spring 2012



The Chancellor's Medal for Student Service and
The Chancellor's Medal for Community Service
Letter of Recommendation Information

Name of Reference: _____

Title: _____

Name of Applicant: _____

How do you know this student and for how long?? _____

On behalf of the Chancellor's Medals Selection Committee, we thank you for your willingness to serve as a reference for one of our students pursuing this recognition. This is a highly sought after award and your comments are very important. We ask that you direct your remarks towards specific traits and actions which will allow us to evaluate this candidate against other candidates applying for the same medal. This would involve a brief description of their responsibilities in relationship to your contact as well as specific examples of how they have served effectively in a leadership role and the impact they have had on the community as a result of their actions.

There are two medals a student may be applying for. Both primarily value the voluntary contributions a student makes to improve their community, although consideration is given for some of the paraprofessional positions students are selected to serve in. The two medals are:

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Please attach a separate signed note on letter head, in support of your candidate, not to exceed 1000 words. The student is responsible for returning all required materials, including this reference letter to the Dean of Students Office by **Wednesday, March 5, 2014, at 5:00 p.m.**

Thank you for your participation in this process.