

Alberta Centennial Award

Queen's Golden Jubilee Citizenship Medal

These two awards may only be conferred to students receiving a Premier's Citizenship Award who have demonstrated outstanding achievement and leadership on a community, provincial, national, or international level. To be considered for one of these awards, a Record of Accomplishments Chart and two reference letters must accompany the school's nomination form for a Premier's Citizenship Award.

Deadline:

The Alberta Citizenship Award Nomination Form, Record of Accomplishments Chart and supporting references must be received by Alberta Student Aid no later than June 1.

Nominations must be submitted in the following format:

- **Reference Letters:** no more than 2 references: one from someone who has known the candidate for at least one year, either through school, community or volunteer activities. The second reference letter should be from a person with personal knowledge of the candidate who is able to elaborate on their activities and initiatives as outlined in the Record of Accomplishments Chart. Reference letters should not exceed 2 pages.
- **Record of Accomplishments Chart:** a summary highlighting the student's accomplishments throughout their high school years: Grade 10, Grade 11 and Grade 12. Not to exceed 3 pages (see format below).

It is preferable that the Record of Accomplishments Chart be completed by the student. In writing the record of accomplishments, the individual's contributions while in school and/or the community should be described in the following areas:

- **Citizenship** - As demonstrated through involvement in the political process, e.g. student government, municipal, provincial or federal level.
- **Community Service and Volunteer Engagement** - Activities participated in, not mandated by the student's program of study or courses.
- **Leadership** - Led or started various activities, influenced others, and/or made improvements/changes.

The Record of Accomplishments is evaluated according to the following criteria:

Grade	The Grade the student was in when participating in the activity or project.
Activity	Briefly describe the activity or project.
Role	Student's role, e.g. did the student lead, initiate, participate or organize?
Results/ Impact	What was accomplished? Did the student's participation make a difference? Would the activity have taken place without their participation? Will the activity or project continue after the candidate has left high school?
Level of Involvement	Describe the extent of the candidate's involvement, e.g. is the student passionate about the activity? How much time/effort was devoted to the activity/project?

Submission:

Submit the nomination form, Record of Accomplishments Chart and supporting reference letters to your high school. Your school will submit the application package to Alberta Student Aid as part of the nomination process.

The nomination is then forwarded to the Alberta Citizenship Awards Selection Committee.

Record of Accomplishments Format:

For each **Grade Level**, complete the candidate's record of accomplishments according to the following format (in three pages or less).

Note: The completed chart must be verified and signed by: one of the referees, a school principal or school counsellor.

Grade: _____

Citizenship			Level of Involvement	
Activity	Role	Results/Impact	Hours/Month	No. of Months

Community Service/Volunteer Engagement			Level of Involvement	
Activity	Role	Results/Impact	Hours/Month	No. of Months

Leadership			Level of Involvement	
Activity	Role	Results/Impact	Hours/Month	No. of Months