

**Introduction**

Dr. Adrian D. C. Chan has established an award to be known as the *Adrian D. C. Chan Award for Volunteer and Community Service*. The award will be issued annually, when merited, to a full-time undergraduate or graduate student enrolled in an Engineering program in the Faculty of Engineering and Design. The award will recognize voluntary involvement and community engagement outside the classroom, at Carleton University and in the community at large.

**Eligibility**

Current full-time undergraduate and graduate students in the Faculty of Engineering and Design in good standing (CGPA  $\geq 7$ ) or those having received their degree from this faculty in the last calendar year can apply by themselves, or be nominated by a:

1. Fellow student, or
2. Faculty member, or
3. Carleton Staff, or
4. Member of the community at large

**Nominations/Applications**

Nominations/applications must include:

1. A cover letter addressed to Dr. Adrian D. C. Chan, c/o Office of the Associate Dean of Engineering, 3091 MC, Carleton University, nominating the student or indicating the student's interest to apply or accept the nomination for this award, including the student's full name, student number, regular mailing and email address, and telephone number.
2. Student's Declaration signed by Nominated Student (Page 2).
3. A 250-word statement written by the nominee/applicant explaining why he/she contribute to their communities.
4. Two letters of reference (maximum 2 pages each).

**The Award**

The recipient of this award will be selected by a *selection committee* with membership as indicated below. The award consists of a certificate from the Associate Dean's Office or from the Awards Office or a congratulatory letter from Dr. Adrian D. C. Chan, or his designate, as well as a monetary prize of \$500.00, to be presented to the award recipient at a special occasion, at the discretion of Dr. Adrian D. C. Chan.

**Selection Process**

1. Applications to be submitted according to instructions;
2. Applications to be sent to Selection Committee that includes:
  - 1 Engineering Faculty Member
  - 1 Engineering Student
  - 1 Staff Member from the Student Experience Office
  - 1 Staff Member from the Awards Office
  - Dr. Adrian Chan or designate
3. Selection of recipient made based on criteria outlined in award description and arrived by consensus;
4. Award may not be issued if Selection Committee deems it is not merited.

**Dates and Deadlines**

Applications open on Wednesday, January 6, 2016.

**Deadline to Apply**

Applications close on Monday, March 7, 2016.

<b>Nominee/Applicant Information</b>	
Student's Name:	Student Number:
Regular Mailing Address:	
Email Address:	
Telephone Number:	

**Student's Declaration**

I authorize Carleton University to release a copy of this application to the appropriate awards selection committee(s) and to the award donor, including my academic record and financial need information in order to adjudicate my application for an award. If requested, I agree to provide the Awards Office with any documentation necessary to verify the information on this. I declare that the above information is true and accurate. If any information is inaccurate, I understand that an award may be reassessed and/or withdrawn.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Student	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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*At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected). The Awards Office allows for disclosure or exchange of information to external and internal bodies as required determining eligibility/ suitability for awards and the release of identifying information that may include name/program / year, to award donors and university units advising them of award recipients. From time to time, the university may also post this information in public forums, such as websites and/or notices or use this information for statistical or reporting purposes to agencies that have the authority to ask for such information. If you have questions and/or do not agree to the release of identifying information, please contact the Awards Office FIPPA Liaison Officer at [awards@carleton.ca](mailto:awards@carleton.ca).*