

January 15, 2018

Dear Excellence in Leadership Award-Eligible student:

We are pleased that you have chosen to learn more about the St. Cloud State University Excellence in Leadership Award. This award recognizes individuals for outstanding contributions to the university and community, and also challenges you to reflect on your leadership and growth experiences while at St. Cloud State.

- **Students who best meet the requirements** will be awarded the University Award for Excellence in Leadership at the April 15, 2018 Excellence in Leadership Banquet

To be eligible for consideration, you must submit

- **The Excellence in Leadership application**, which includes academic information, three reflective statements and a description of involvement, volunteer service, and other activities. This application is available online at: <http://www.stcloudstate.edu/huskiesscholarships>. The application must be completed using this online form.
- **Access the form by entering your StarID and password and searching for "Excellence in Leadership"**
- **Two letters of recommendation**, including at least one from a SCSU Faculty or Staff member

The information in this application provides full details of the process. When completing your application, you will be asked to provide the name and email address for two references. The system will then auto-generate an email to those references asking them to upload a letter of recommendation into the system. **Please contact these references as soon as possible to give them plenty of time to complete your letter.**

The deadline for applications is Monday, February 5, 2018, at 11:59 p.m. The application form must be completed and submitted online by this time. Letters of reference can be uploaded to the application site by the reference.

All applicants will be notified of their status by March 8, 2018. If you have any questions, please contact the Department of Campus Involvement at 320-308-2205 or e-mail to campusinvolvement@stcloudstate.edu.

Best of luck to you!

Sincerely,

David L. McCandless
Assistant Director of Campus Involvement

Eligibility Criteria

You must have student status during the current academic year. Current students who meet the below-listed requirements, as well as Fall 2017 graduates, are eligible to apply. *Previous winners of the Excellence in Leadership award are not eligible to apply.* Please review the following criteria:

Undergraduate Eligibility	Graduate Eligibility
<p>To be eligible for this award, you must meet the following criteria:</p> <ul style="list-style-type: none"> • Have a 2.5 cumulative GPA or higher at the undergraduate level; • Have earned 90 semester graduate credits by the end of Fall 2017 (minimum of 36 credits earned at SCSU) 	<p>To be eligible for this award, you must meet the following criteria:</p> <ul style="list-style-type: none"> • Have a 3.5 cumulative GPA or higher at the graduate level; • Have earned 18 semester graduate credits by the end of Fall 2017 (minimum of 18 graduate credits earned at SCSU)

Dennis M. Thayer Leadership Award and Scholarship

The Dennis M. Thayer Leadership Award celebrates excellence in leadership among leaders. The award is given to the student receiving the highest score in the Excellence in Leadership Awards process. It is in memory of a man employed by SCSU who, in his brief lifetime, demonstrated the highest level of regard for leadership, by all and for all. The recipient of this award receives a \$500 scholarship.

A COMPLETE ONLINE APPLICATION WILL INCLUDE:

✓		
	Application	Complete, signed application
	Reflective Statements	Response to two reflective statements, 500 words each. Content will be evaluated for depth and breadth of impact as well as clarity of expression.
	Campus Activities and Volunteer Service	You will have the opportunity to list and describe up to 5 campus and community leadership and/or service experiences. Judges will be evaluating the impact of your involvement on campus as well as on you as an individual.
	Letters of Recommendation	<p>Two letters, preferably on letterhead (uploaded by the reference at www.stcloudstate.edu/huskiesscholarships).</p> <ul style="list-style-type: none"> ■ Must be from a faculty/staff member, adviser or officer of an organization, or a supervisor of community projects or activities
		+++++
		<p>Double-check your application to ensure that it is complete. (If your application is missing required items, it will not be considered for an award.) <u>Submit your complete application via the online form by Monday, February 5, 2018, at 4:00 p.m.</u></p>

TIPS ON COMPLETING THE APPLICATION PROCESS

The application process allows you to reflect on your growth and development as a leader while at St. Cloud State University. Therefore, please demonstrate evidence of leadership as a St. Cloud State student (on-campus and/or in the community). An application will be considered complete for review if it has the following:

	Item	How this is evaluated
✓	<p>Two letters of recommendation (<u>request at least one month prior to application deadline</u>):</p> <ul style="list-style-type: none"> • Can be from a faculty/staff member, adviser or officer of an organization, or a supervisor of volunteer service projects, internships, or other community engagement activities 	<p>Find references that can speak to your leadership abilities. It is likely that they know about you and your abilities in ways that go beyond the formal application. The letter is a chance for your reference to share how you have impacted people, organizations and communities through your leadership efforts, primarily at St. Cloud State University.</p>
✓	<p>Complete application form</p>	<p>Answer all of the questions.</p>
✓	<p>Response to two reflective statements listed on the application.</p> <p>Each question will be underlined and your response will be limited to 500 words for <u>each</u> question.</p>	<ul style="list-style-type: none"> • Depth of response to the questions asked. • Quality of written response. Remember, this is your best work! A well-written response will be free of spelling errors and will be grammatically correct, well-organized, and easy to read and understand.
✓	<p>Impactful Experiences with Campus Involvement and Volunteer Service</p> <ul style="list-style-type: none"> • For the awards committee to fully appreciate your involvement, spell out all acronyms and briefly describe your experiences/involvement. Do not assume the readers are familiar with your organization, involvement, awards, and recognition. • List only achievements undertaken while at SCSU. 	<ul style="list-style-type: none"> • For each activity, a description (175 words max) of your involvement including an explanation of how your involvement in this organization impacted your own development and benefitted the campus and/or St Cloud community. • You will not be scored based on the quantity of your involvement, but on your ability to articulate the impact of your involvement: How did you grow, learn, or develop? How did you contribute to the growth, learning, or development of others? How did the community benefit from your involvement?

USE StarID AND PASSWORD TO ACCESS ONLINE APPLICATION AVAILABLE

AT: www.stcloudstate.edu/huskiesscholarships. Search for "Excellence In Leadership"

Letters of Recommendation

Letters of recommendation are due by Monday, February 5, 2018 at 11:59 p.m. The applicant will provide the name and email address for 2 references as part of their application. The system will then auto-generate an email to those references inviting them to upload a document within the system.

Instructions for the letters of recommendation follow. Feel free to give them to the individuals who will write your letters to assist them in addressing the criteria you will be evaluated upon.

Instructions for Letter of Recommendation Writers

Feel free to forward the following to your letter writers:

Thank you for agreeing to write a letter of recommendation for an applicant of the St. Cloud State University Excellence in Leadership Award. Students are being evaluated on the following:

- A description of their most impactful experiences with involvement in organizations, service and volunteer opportunities, development activities, and other leadership activities in the SCSU/greater community during their time as a student.
- Demonstrated focus on academics, meeting the minimum cumulative GPA of 2.5 for undergraduate students and 3.5 for graduate students.
- Reflective statements discussing how they have developed as a leader, their impact on others in their organizations, and how they will use their leadership skills in the future
- Two letters of recommendation

The context of the application process above should help you frame your reference letter. It is likely that you know about this person and his/her abilities in ways that go beyond the formal application. Your reference letter is a chance to share how you have seen the applicant impact people, organizations and communities through their leadership efforts here at St. Cloud State University.

Thank you for taking the time to be a part of this student's efforts to celebrate his/her leadership experiences here at St. Cloud State University! **Letters of recommendation are due by Monday, February 5, 2018 at 11:59 p.m.** They may be submitted via the online form that will be emailed automatically by the application system to those individuals listed as references in the application.

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