

Requirements Checklist

As guide to ensuring that you have completed and submitted all requirements, we are providing this checklist for your reference.

Set 1 - Project-Based Awards

1. Fr William Nicholson SJ Campus Project Award/ Fr William Masterson SJ Community Project Award/ Fr Francisco Madigan SJ New Project Award

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(Submit this set when the organization has qualified projects. The organization may submit more than one project as long as projects meet the given qualifications; One set for each project entry.)

- Form A-1: Project Entry Form
All fields completely filled out
- Form A-2: Photo Documentation
At most 6 photos contained in one sheet
- Attachments/ Requirements
Other forms of documentation (certificates, news clippings, etc.)
- CD/ DVD containing soft copies of photos

Set 2 - Individual Awards

1. AMDG Award for Outstanding Student Leader

(Submit this set when you have student leaders whom you wish to nominate in your organization.)

- Form B: AMDG Outstanding Student Leader Award Nomination Form
All fields completely filled out

Please note that the complete set of forms for AMDG Outstanding Student Leader Awards will only be accomplished by short-listed nominees.

2. Fr Luigi Moggi, SJ Award for Outstanding Moderator

(Submit this set when you wish to nominate your moderator for the award.)

- Form C-1.0: Moderator Nomination Form
 - (1) 2x2 photo (must be pasted/ glued on the form; may also be a jpeg file printed together with the form)
 - All fields completely filled out
- Form C-2.1 to 2.3: Colleague Assessment and C-3.1 to 3.3: Student Leaders Assessment
 - Forms printed and sent out to chosen assessors
 - Follow-up forms from chosen assessors and remind them to submit their assessments to you not later than the deadline
 - Submit accomplished nomination form together with accomplished assessments from colleagues and student leaders to OSA-SACDEV not later than the deadline; Do not ask assessors to directly submit assessments to the office

3. St Francis Xavier Exemplar Awards

(Submit this set when you have qualified members. This form is also valid for organization awards.)

- Form D: Application Form
 - Certificates or photos as support documents
 - For conferences attended, include only those that involved rigorous screening process and organized by institutions outside Xavier University

4. Fr TG Hayes SJ Dux Gregis Award

(Submit this set when the organization has qualified members.)

- Form E: Nomination Form
 - All fields completely filled out



Set 3 - Organization Awards

(All organizations are required to submit this set as basis for year-end evaluation. Failure to meet requirements shall have bearing on the recognition of the organization the following school year.)

- Form 1A: Accomplishment Report
 - All fields completely filled-out
- Form 1B: Organization Officers
 - Organization’s Recruitment and Retention Policy *(if applicable/ available)*
 - Brochure/ publication/ other materials used to promote the organization pasted on a short coupon bond *(if available)*
- Form 2: Organization Members
 - Forms printed and sent out to chosen active members, number equivalent to 30% of active members
 - All accomplished forms contained in one long brown envelope labeled with the organization’s name
- Form 3: CSG/ College Council
 - Form printed and sent out to respective assessor (either CSG, College Council, or AECO)
 - Follow-up form from assessor and remind him/ her to submit his/ her assessment to you not later than the deadline
 - Accomplished form must be placed in a sealed long letter envelope with flap signed by assessor
- Form 4: Moderator
 - Form printed and sent out to moderator
 - Follow-up form from moderator and remind him/ her to submit his/ her assessment to you not later than the deadline
 - Accomplished form must be placed in a sealed long letter envelope with flap signed by moderator

Others

- Cash Flow Statement (Second Semester)
- All pending project documentation reports

DEADLINE FOR SUBMISSION OF REQUIREMENTS:

11 FEBRUARY 2017	-	Organization Awards
22 FEBRUARY 2017	-	Individual and Project Awards