



## 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:**

<b>17 FEBRUARY 2017</b>	<b>-</b>	<b>Organization Awards</b>
<b>17 FEBRUARY 2018</b>	<b>-</b>	<b>Individual and Project Awards</b>