



# SCARLET KEY AWARD APPLICATION 2012

## Reference Instructions

The Scarlet Key has been awarded for over 75 years to recipients who have demonstrated outstanding leadership at McGill University. A Scarlet Key recipient has gone above and beyond the call of duty, is committed to the McGill community, and inspires passion and creativity. If one can say — without hesitation — that McGill and its students have benefited extraordinarily from this person's involvement, then he or she is deserving of recognition.

You have been asked to provide a recommendation for a candidate who is being considered for this award. Please provide a statement describing your relationship to the applicant/nominee and your reasons for considering him/her deserving. The award is based almost entirely on the information received in the application of the candidate and the two reference letters. The candidate will benefit from as detailed a reference as you can provide. Please keep in mind that the candidate has already submitted a comprehensive list of his/her activities.

### Guidelines:

1. Kindly limit your reference to one page.
2. Please submit one copy of your letter via your own personal email to [scarletkey.alumni@mcgill.ca](mailto:scarletkey.alumni@mcgill.ca). In order to ensure that recommendations are as candid as possible, candidates will not be given access to their letters of recommendation and referees are asked not to provide copies to candidates.
3. Letters of recommendation will not be considered if written by:
  - (a) Any member of the Selection Committee or the Scarlet Key Executive Committee
  - (b) A relative (up to the third degree) of the candidate
  - (c) An employee under the immediate hierarchical authority of the candidate
  - (d) Another candidate for whom the candidate in question is also writing a letter (i.e. if A and B are both candidates, A may recommend B or B may recommend A, but not both)
  - (e) A referee who writes a letter of recommendation for **more than 3 candidates**
4. Letters of recommendation are due by **5:00pm, Friday, February 17, 2012 at 5:00 PM via email to [scarletkey.alumni@mcgill.ca](mailto:scarletkey.alumni@mcgill.ca)**

The Scarlet Key Society would like to express its sincere thanks to you for taking the time to act as a referee. If you have any questions or concerns, please do not hesitate to contact us at [scarletkey.alumni@mcgill.ca](mailto:scarletkey.alumni@mcgill.ca)