



SCARLET KEY AWARD APPLICATION 2012

SCARLET KEY SELECTION CRITERIA

The Scarlet Key Selection Committee shall seek out exceptional individuals who have demonstrated qualities of leadership, unselfishness and perseverance, with the aim of recognizing those who have made outstanding extra-curricular contributions to the McGill Community, the whole in conformity with the Constitution of the Scarlet Key Society;

The Scarlet Key is not an award for participation, nor athletic or academic achievement;

The Scarlet Key Selection Committee shall consider all applicants, provided they have met the following criteria:

- Applicant has completed one full year of study at McGill University;
- Applicant is in satisfactory academic standing or has graduated;

The Scarlet Key Selection Committee shall make decisions with respect to the applicants based on the following criteria:

- Excellence in their contributions;
- Demonstration of leadership;
- Motivation of others;
- Dedication and contribution to the McGill Community;
- Inspiration of their peers;
- Going beyond the call of duty;

Applicants shall be treated on a case basis and, if applicable, consideration shall be given to the following additional criteria:

Applicants may be considered in relation to the size, history and importance of the faculty, society, club, sport or activity with which they have been involved. Applicants involved in activities that have a high level of infrastructure may be required to demonstrate more qualities than those of fledging organizations;

A 'one-time' activity shall not be hindrance to being awarded Scarlet Key, provided that the applicant meets the above-mentioned criteria;

Applicants involved with previously established activities, titled of paid positions and/or academic interests shall be considered in accordance with the above-mentioned criteria but these applicants must demonstrate that they have contributed more than the minimum requirements of said activity, titled position and/or academic interest. The applicants must demonstrate that they went beyond the call of duty and thus acted as more than simply an able administrator.



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ADVICE TO APPLICANTS

As the committee reviews a large number of applications, the application should be crafted with great care. It's important to be clear and to the point, and constantly address the selection criteria, which is: excellence in leadership, outstanding impact within the McGill community, and dedication to the McGill community.

In particular, the following guidelines should be kept in mind and communicated to candidates:

- Be succinct, focus on important points, and clearly communicate how selection criteria are met.
- Clearly demonstrate leadership, impact, and dedication to the McGill community.
- Provide necessary context to allow the accomplishments to be justly appreciated.
- Outline clearly the impact and scope of contributions, be specific, and quantify accomplishments when possible.

When applicable, clearly state any remuneration or credit received. In that case, outline minimum requirements of the position and clearly highlight how the accomplishments go above and beyond.

Keep in mind that while a long list of involvements can illustrate the breadth of your involvements, it is unlikely to convey substantive impact, leadership, and dedication on its own.

Achievements of a technical nature (e.g. improving the governance and bylaws of an organization) should be explained clearly and pedagogically. It is particularly important to describe their impact and how they constitute evidence of leadership and dedication.

When the contributions are primarily outside the McGill community, it is important to emphasize how the McGill community will benefit from them.

When other awards have already recognized the contributions, it is particularly important to explain why they are also deserving of the Scarlet Key.

Choose your references well, and ensure that they know you well and that they are in a position to describe your accomplishments in specific terms, detailing how they meet the selection criteria. It is almost always advisable that at least one of referees be a peer at McGill.

Finally keep your application well structured and professional.