**Community Service Award Guidelines**

**Graduate Student Government Association (GSGA)**

# Purpose

To recognize service to the community by currently registered CUNY SPH students while in pursuit of their graduate degree, GSGA will provide monetary awards (funded through collected Student Activity Fees) to students. The value of each award is $500.

# Eligibility

* To be eligible to receive the award, the applicant must be a currently registered student at CUNY SPH at the time of application.
* Activities eligible for recognition are those undertaken voluntarily to address drivers of health inequity within the SPH community, in New York City neighborhoods, or in communities outside of New York City.
* Applicants must have committed at least 35 hours to project in the period prior to award application.

# Limitations

* Awards are available on a first-come, first-serve basis, and only as funding is available.
* An applicant may only receive this award once ever.
* Applicants must not have received compensation for services.
* Activities undertaken for academic credit are excluded from the award.
* Guidelines are subject to change.

# Application instructions

* Applicants must **apply for an award after completing at least 35 hours of community service** before the deadline. After the application deadline, the GSGA will review all applications and notify those selected for award by SPH e-mail (typically within 2 weeks of the deadline).
* Please note that submission of an application does not guarantee an award. Student must receive official notification from GSGA.

# Application package

GSGA will not consider incomplete applications for an award. Please submit the award application package online with all the required documents listed here in a single upload:

* Application narrative (no more than 1750 words):
* Statement of purpose: describe project and how it addresses a driver of health inequity and the applicant’s motivation for involvement in the project.
* Summary of project: describe project activities (specifying start and end dates) and the applicant’s specific role and responsibility in the project.
* Self-reflection: describe accomplishments/insights gained as a result of the applicant’s involvement.
* Letter of recommendation for award: letter from supervisor or colleague who is able to verify the applicant’s role and responsibilities.
* In a separate upload, provide a completed log summarizing project activity and hours (see spreadsheet provided).

# Award processing

After GSGA notifies the applicant that they have been selected for an award, CUNY SPH will contact the applicant separately to obtain information needed to confer the award funds.

Please contact GSGA with any questions: [GSGA@sphmail.cuny.edu](mailto:GSGA@sphmail.cuny.edu)