LETTER OF REFERENCE GUIDELINES
Laurence Decore Award for Student Leadership

IMPORTANT: **A COPY OF THESE GUIDELINES IS TO BE GIVEN TO THE PERSON WHO WILL WRITE YOUR LETTER OF REFERENCE.**

You have been asked to write a confidential letter of reference on behalf of a student applying for the Laurence Decore Award for Student Leadership. The applicant has been asked to submit one letter of reference written by someone in support of their leadership in student government, student societies, clubs or organizations, student organizations at the provincial or national level, or non-profit community organizations. The referee cannot be related to the applicant. To assist you in the preparation of this letter, please refer to the instructions and information below.

When you are providing a reference letter, please state the length of time and the capacity in which you know the applicant. Describe their role, their activities, their accomplishments, and how their leadership has impacted the organization or community. Using specific examples, explain how the applicant's qualities and attributes demonstrate worthiness for award consideration.

Your reference letter must be sent via email directly to finaid@concordia.ab.ca. Please ensure the reference letter has your name, organization and contact information listed. If you are having difficulty submitting your letter of reference, you can call the Financial Aid and Awards Office at 780-479-9219.

Thank you very much for taking the time to support a Concordia University of Edmonton student and contributing to a fair selection process.

Submit your Letter of Reference by 11:59 PM on January 15th.