Scarlet Key Society

Award Application

Overview
The Scarlet Key has been awarded for over 90 years to recipients who have demonstrated outstanding student leadership at McGill University. In broader terms, the purpose of the award is to recognize and celebrate the extracurricular accomplishments of McGill students. Furthermore, the Scarlet Key Society connects a network of accomplished McGill alumni to current McGill students.

Eligibility
The Scarlet Key Society accepts applications from self-nominated candidates, as well as nominations by others within the McGill community who believe that an individual is deserving of the award (**with no partiality** towards the source).

To be eligible for the Scarlet Key Award, the candidate must be a McGill student who has completed at least two full-time semesters and is in satisfactory standing, OR a McGill alumnus. Beyond the requirement that candidates be in satisfactory standing, grades will not be considered. Transcripts should **not** to be submitted and information about grades **should not** be included on any other materials.

Scarlet Key Selection Criteria
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 above and beyond the call of duty (Applicants will 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 with previously established activities, 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, paid position, and/or academic interest by proving they went beyond the call of duty, and thus, acted as more than simply an administrator. The Scarlet Key is not an award for participation, athletic, or academic achievement simply doing one's job – irrespective of the importance of that job – is insufficient to earn the Scarlet Key Award.

Advice to Applicants

As the Selection 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.

In particular, the following guidelines should be kept in mind:

Have you clearly communicated how the selection criteria are met?

Have you provided necessary context to allow the accomplishments to be (justly appreciated?

Have you quantified accomplishments when possible?

Were you clear and concise in describing the candidate's contribution to the (McGill community? When applicable, clearly state any financial remuneration received. (Remember to describe minimum requirements of any position and clearly highlight how the accomplishments go above and beyond. (Achievements of a technical nature (e.g., improving the governance and bylaws of an organization, etc.) should be explained clearly and pedagogically. It is particularly important to describe the tangible impact of these changes and how they constitute evidence of leadership and dedication. (Keep in mind that while a long list of involvements can illustrate the breadth of the candidate's involvements, however, it is unlikely to convey substantive impact, leadership, and dedication on its own. (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 the candidate is also deserving of the Scarlet Key. (Finally, keep the application well-structured, revised, and professional.)

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Guidelines for Referees

The Scarlet Key has been awarded for over 90 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 and has given back to the McGill community, and inspires both passion and creativity in others. If one can say without hesitation that McGill and its students have benefited extraordinarily from this person's involvement, then they are deserving of this recognition.

You have been asked to provide a recommendation for a candidate applying for this award. Please provide a statement describing your relationship to the candidate and your reasons for considering them deserving. The award is based almost entirely on the information received in the application of the candidate and their reference letters. The candidate will benefit from as detailed a reference as you can provide. ***Vous pouvez la rédiger en français.***

1. Kindly limit your reference to one (1) single-spaced page on your professional letterhead.

2. Please submit your letter via your own personal/professional e-mail to scarletkey.alumni@mcgill.ca in a .PDF format.

3. Letters of reference 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 writinga letter (i.e., if A and B are both candidates, Candidate A may recommend B or Candidate B may recommend A, but not both); or

e) A referee who writes a letter of recommendation for **more than five (5) candidates.**

4. Letters of reference are due by the date specified on this year's online application page and are to be sent via e-mail to 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. 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 the email indicated above.
