



# BUFFALO STATE

The State University of New York

## UNDERGRADUATE AND GRADUATE PRESIDENT'S MEDAL FOR OUTSTANDING STUDENT & SUNY CHANCELLOR'S AWARD FOR STUDENT EXCELLENCE

### INSTRUCTIONS FOR SUBMITTING A NOMINATION PORTFOLIO

#### **GENERAL INSTRUCTIONS:**

1. Portfolio:

- If submitted electronically, portfolio materials are to be in a single PDF and emailed to [erokwusc@buffalostate.edu](mailto:erokwusc@buffalostate.edu). You may use a title page for each "Tab" to organize your portfolio as described below. Please name your file as follows—Last name, First name Middle Initial.
- If submitting a hard copy, submit in a hard-back, black or white, three-ring binder with plastic cover that allows you to insert your name in the front and the spine. Please indicate your name as follows—LAST, First I. (whereby only your entire last name is capitalized).
  - All nomination materials must be submitted in an appropriate binder, single side pages only, separated by tab dividers.
  - Contents should be separated with tab dividers that allow you to clearly label that section. Your tabs should be labeled "Tab A," "Tab B," all the way to "Tab G," for a total of 7 tabs. See below for specific information to include in each section.

2. If submitting a hard copy please, DO NOT...

- ...do not place documents in sheet protectors.
- ...do not double side, single side pages only.
- ...do not include self-portraits. Photos that are related to the items contained in your portfolio are okay (i.e., research imagery, community service images).
- ...do not use scrapbooking materials to decorate your portfolio.
- ...do not include original documents as evidence of scholarly achievement (Tab F). Legible copies will suffice. If originals are required, you will receive a formal request.

#### **SPECIFIC PORTFOLIO INSTRUCTIONS:** All nomination materials must be ordered as follows:

Tab A: **Student Information Form.** The Student Information Form may be found at <https://studentaffairs.buffalostate.edu/student-awards>. Please complete and submit this form per the instructions and include a copy in Tab A of your portfolio.

Tab B: **Letter of Nomination\***. One nomination letter must be submitted to you by a SUNY Buffalo State faculty or staff member on the appropriate college letterhead. The faculty or staff member should state explicitly that they are nominating you for the President's Medal, the Chancellor's Award, or both. This letter should be placed in Tab B of your portfolio.

Tab C: **Letter of support from SUNY Buffalo State faculty or staff\***. One (1) letter of support from a faculty or staff member must be submitted to you on the appropriate college letterhead. The faculty or staff member should state explicitly that they are recommending or supporting your nomination for the President's Medal, the Chancellor's Award, or both. These letters should be placed in Tab C of your portfolio.

**\*Please note, between your nominator letter and one additional Buffalo State letter, at least one must be from a faculty member.**

Tab D: **Letters of support from individuals outside of Buffalo State.** Two letters of support from individuals outside of Buffalo State should be submitted to you and state explicitly that you are being supported for the President's Medal, the Chancellor's Award, or both based on the merits of your observed service/work to/for that specific agency or organization. These letters should be placed in Tab D of your portfolio.

Tab E: **Personal Statement.** Cite your reasons for applying and your qualifications. A maximum of 600 words is allowed. The personal statement should also detail the impact the specific medal/award (or each) will have on your future. Include in Tab E of your portfolio.

Tab F: **Resume or curriculum vitae.** Include your resume or curriculum vitae in Tab F of your portfolio.

Tab G: **Merit based scholarships and awards received.** You may include scholarships and awards received at any time and by any organization. Weight will be given for awards and scholarships received while a student at Buffalo State. This information should be included in Tab G of your portfolio.

Tab H: **Certifications and Recognitions.** You may include certifications (such as Red Cross Lifeguard, EDGE trained, Certified Group Facilitator, Notary Public, etc.) or earned recognitions (such as RA of the Month, Orientation Leader of the Year, Girl Scout Gold Award, Eagle Scout Rank, Student Musician of the Year, Student Employee of the Year, etc.) achieved at any point in life. Include relevant dates, and keep in mind that your certifications and recognitions while a student at Buffalo State weigh most heavily in committee consideration and meeting award criteria. Include copies of any relevant letters or documents in Tab H of your portfolio.

**Email the three required documents in Word Format (Information Form, Personal Statement and Resume) to Student Affairs at [erokwusc@buffalostate.edu](mailto:erokwusc@buffalostate.edu) and deliver your portfolio to the Student Affairs Office, Cleveland Hall room 513, or via email to [erokwusc@buffalostate.edu](mailto:erokwusc@buffalostate.edu) no later than 4:00 p.m. on Monday, December 16, 2024. Submissions received after the deadline will not be considered for the awards.**