

FORMAT:

April, 2016

To: **Committee on Graduation Awards**

I, _____, a _____ (course), would like to apply for the **SY 2015-2016**
_____ (award/s applying for) award.

Attached is the summary of my achievements and activities.

AWARDS RECEIVED

Date	OUTSIDE/INSIDE CAMPUS	ACTIVITY	VENUE	NO. OF PARTICIPANTS	Persons/Offices Involved	Remarks/Evaluation

POSITIONS HELD

Date	OUTSIDE/INSIDE CAMPUS	ACTIVITY	VENUE	NO. OF PARTICIPANTS	Persons/Offices Involved	Remarks/Evaluation

ORGANIZED ACTIVITIES

Date	OUTSIDE/INSIDE CAMPUS	ACTIVITY	VENUE	NO. OF PARTICIPANTS	Persons/Offices Involved	Remarks/Evaluation

SPONSORED ACTIVITIES

Date	OUTSIDE/INSIDE CAMPUS	ACTIVITY	VENUE	NO. OF PARTICIPANTS	Persons/Offices Involved	Remarks/Evaluation

PARTICIPATED ACTIVITIES

Date	OUTSIDE/INSIDE CAMPUS	ACTIVITY	VENUE	NO. OF PARTICIPANTS	Persons/Offices Involved	Remarks/Evaluation

OTHER ACTIVITIES

Date	OUTSIDE/INSIDE CAMPUS	ACTIVITY	VENUE	NO. OF PARTICIPANTS	Persons/Offices Involved	Remarks/Evaluation

For your evaluation and judging purposes.

Thank you,

Signature over Printed Name

Endorsed by: College Dean