University of Alberta
Green & Gold Student Leadership and Professional Development Grant

Reference Guidelines

The purpose of the Green & Gold Student Leadership and Professional Development Grant (Green & Gold Grant) is to help U of A students become leaders in their profession following graduation.

This Grant provides funding to participate in high impact professional development activities. Types of activities eligible for funding include, but are not restricted to, leadership conferences and seminars, skill-building workshops, meetings and events hosted by professional associations, and other experiential learning activities.

The Green & Gold Grant funds 80% of the total cost of an activity, up to a maximum of $1,500. All U of A undergraduate and graduate students with satisfactory academic standing may apply.

Role of the Referee

Students must include a letter of reference from a U of A faculty member with their application package. The letter of reference is a key factor considered by the adjudication committee when making granting decisions. The adjudication committee is made up of faculty members, staff and student representatives from diverse fields.

The referee’s ability to make the connection between the proposed activity and the student’s leadership skill development and career aspirations is imperative. The letter of reference should address:

- The merits and goals of the proposed activity.
- How participation in the proposed activity will impact the applicant’s career exploration, leadership and professional development.
- The applicant’s leadership accomplishments and potential.

Specifically, consider how participating in this activity will help the applicant:

- Expand and develop leadership and employability skills.
- Explore future career opportunities.
- Learn about professional practices in different cultures and contexts.
- Establish networks vital to professional practice and advancement.
- Reflect critically on their career interests and aspirations.

Note that the Green & Gold Grant does not fund activities where the primary purpose for attending is to present research; if the applicant is presenting research, please comment on the additional activities and benefits beyond those related to their research.

Referee Checklist

- Confirm with your student the date by which they need the letter of reference.
- Discuss your student’s career aspirations and motivations for participating in the proposed activity. Students must also submit an essay with their application.
- Clarify specifically what your student will be doing at the activity (e.g. specific sessions, certain keynote speakers, workshops) and how these particular activities will help them become a leader in their profession following graduation.
- If you have more than one student requesting a Green & Gold Grant reference letter for the same activity, please ensure you comment specifically about each student in their individual letter.
- Email your letter of reference to your student on U of A letterhead for submission with their application package online. If you prefer the student does not read the letter, you can email it to greenandgoldgrant@ualberta.ca; the letter must be received by the appropriate application deadline.

www.greenandgoldgrant.ualberta.ca

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