

**OUTSTANDING COMMUNITY SERVICE AWARD**

**2023 / 2024**

**APPLICATION FORM**

**Please fill out the form according to the guidelines below:**

Attach Club / Society Logo Here

1. Handwritten forms need to be filled out neatly and clearly readable. Printed format is preferred.
2. This application is made on behalf of a club/society by a qualified representative (Chairperson or equivalent designate) to be considered for the award.
3. Supporting documents do not need to be attached as these will be verified by the respective DSA Staff-in-charge who manages the club/society file.

**APPLICANT’S PARTICULARS**

|  |  |  |
| --- | --- | --- |
| **Name** | : |  |
| **Faculty**  | : |  |
| **Course** | : |  |  | **Contact No** | : |  |
| **Email Address** | : |  |

**SECTION A: INTRA-CAMPUS ACTIVITIES**

Each contestant may claim points for up to **four (4)** most significant activities hosted within the local campus throughout the assessed term.

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| --- | --- | --- |
| **Date** | **Activity / Event Title** |  |

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| *Each submitted Activity must have been closed at the time of application (with supporting documents) in DSA.* |

**SECTION B: INTER-CAMPUS ACTIVITIES**

Each contestant may claim points for up to **two (2)** most significant activities hosted involving both UTAR campuses (Sungai Long and Kampar) throughout the assessed term.

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| --- | --- |
| **Date** | **Activity / Event Title** |

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| *Each submitted Activity must have been closed at the time of application (with supporting documents) in DSA.* |
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**SECTION C: INTER-UNIVERSITY ACTIVITIES**

Each contestant may claim points for up to **two (2)** most significant activities hosted involving other Universities / external participation at the national and international level throughout the assessed term.

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| --- | --- | --- |
| **Date** | **Inter-University Activity / Event Title** | **Participation Level***(i.e. District / State / International)* |
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| *Each submitted Activity must have been closed at the time of application (with supporting documents) in DSA.* |

**SECTION D: COMMUNITY OUTREACH**

Each contestant may claim points for their most significant community outreach activities (activities that contribute/involve external parties outside of UTAR) by scale (Please list the largest/most significant activities first):

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| --- | --- | --- |
| **Date** | **Community Outreach Activity / Event Title** | **No. Of Participants** |
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| *Each submitted Activity must have been closed at the time of application (with supporting documents) in DSA. Please append any additional activities to the list (if any).* |

**SECTION E: UTAR CARE PROGRAMME**

Each contestant may claim points for their most significant UTAR CARE programme (activities that contribute/involve external parties outside of UTAR) by scale (Please list the largest/most significant activities first):

|  |  |  |
| --- | --- | --- |
| **Date** | **Community Outreach Activity / Event Title** | **No. Of Participants** |

*Each submitted Activity must have been closed at the time of application (with supporting documents) in DSA. Please append any additional activities to the list (if any).*

**SECTION F: UNIVERSITY SUPPORT**

Each contestant may claim points for their most significant participation in University appointed activities (i.e. representing the University or on behalf of the University). Please list the most significant activities first (i.e. external participation)

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| --- | --- | --- |
| **Date** | **Appointed Activity / Event Title** | **Internal / External** |
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| *Each submitted Activity must have been closed at the time of application (with supporting documents) in DSA. Please append any additional activities to the list (if any)* |

**SECTION G: EXTERNAL PARTICIPATION**

Each contestant may claim points for up to **four (4)** participations or involvement in external activities / competitions / events.

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| --- | --- | --- |
| **Date** | **External Activity / Event Title** |  |
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| *Each submitted Activity must have been closed at the time of application (with supporting documents) in DSA.* |

**SECTION H: EXTERNAL ACHIEVEMENTS**

Each contestant may claim points any external award in events or competitions achieved while representing the club/society. Please list the most significant awards first (i.e. Gold Model, 1st Place – all form of external recognition and achievements can be listed)

|  |  |  |  |
| --- | --- | --- | --- |
| **DateReceived** | **Achievement / Award Title***Please mention award title in full* | **Rank / Position***or equivalent* | **Achievement Level***(i.e. District / State / International)* |
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*Please append any additional achievement/award to the list (if any). Each award is subject to verification by DSA to be tabulated.*

**SECTION I: EXTERNAL SPONSORSHIP**

Each contestant may claim external sponsorship achievement for up to a **maximum of RM5,000.00** in funds (does not include sponsorship in kind, and must be validated by UTAR Division of Finance) for its activities throughout the assessment year.

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| --- | --- | --- |
| **Date** | **Sponsored Activity / Event Title** | **Sponsorship Received (RM)** |
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| *Please append any additional activities to the list (if any). DSA shall verify the validity of the sponsorship based on official accounts.* |

**DECLARATION**

I hereby declare that all information submitted with this application is accurate and true, failing which I may be subject to disqualification if any of my declarations made are found to be fabricated, amended or invalid in any way. I shall respect the decision of the panel with regards to the outcome of the results.

 Witnessed / Received By,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : DSA Staff PIC : Stamp

Date : Date :