



FREQUENTLY ASKED QUESTIONS Community Engagement Medal

What documentation do you accept as "proof of hours"?

- Timesheet(s) documenting completed hours, signed by site internship supervisor (these are the sheets that typically are turned in to course instructors; you should keep a copy). Hours must occur during the semester enrolled (not during breaks).
- In Progress (spring semester): Letter on agency letterhead signed by internship supervisor stating intern has completed **or is on track to complete** (fill in amount _____ hours by the end of the semester (mark "IP" on the application for hours).

Do I need to be graduating to qualify for the medal?

- As long as eligibility criteria are met, students graduating in **Fall 2016**, or **Intersession or Spring 2017** may be considered. Summer graduates are eligible to apply in the following year (e.g., Summer 2017 graduates eligible in Spring 2018).

I satisfied some of the requirements at another college. Do those count?

- No. To be eligible, courses must have been taken at CSUF and service must have been associated with CSUF coursework.

How do I get my medal?

- Medals will be conferred to eligible recipients at the Community Engagement Awards ceremony on April 19, 2017. Students will be notified by email in April and must RSVP to attend the ceremony with or without guests. The event takes place from 4:00 to 6:00 p.m. Medals are conferred during the second hour of the ceremonies.

When do I submit my application?

- Applications are due **NO LATER** than 5:00 p.m. on Friday, March 24, 2017.

Where do I turn in the application and attachments? (incomplete applications will be rejected)

- In person: CICE office (LH206) Monday - Friday 8:00 a.m. - 5:00 p.m.
- Email: cice@fullerton.edu
- Fax: (657) 278-1217 >> CALL (657) 278-3746 to confirm that fax with all attachments was received

May I turn in part of the application, and bring in other documents later?

- No. Applications must be complete when submitted. Incomplete applications will be rejected.

Can my supervisor submit my proof of hours to CICE directly?

- No. Proof of hours must be submitted as part of your application packet.

I will graduate in December 2016. Am I eligible to apply?

- Yes. Medals are only conferred at the awards ceremony in April; or, may be picked up in the CICE office in LH 206 beginning April 20.

What do I do with the medal?

- The medal is worn with other regalia at Commencement ceremonies.

How will I know if my medal application was approved?

- Students will be notified by email in April.

How do I RSVP for the Community Engagement Awards?

- Medal recipients will RSVP via the email that will be sent with the medal notification.

If I cannot attend the Community Engagement Awards, can I still get the medal?

- Yes. Medals may be picked up in the CICE office in LH 206 beginning April 20. Bring a form of ID.

Can someone else pick up my medal for me?

- Yes, as long as you notify CICE by email ahead of time with the name of the person you'll send in.

Browse fullerton.edu/CICE/awards/ for additional reference materials and sample documentation.