



**Canadian Hemophilia Society**  
**Manitoba Chapter**



## **Canadian Hemophilia Society, Manitoba Chapter Community Service Award Program**

### **Information for Referees**

#### **Purpose of the Program**

The post-secondary award program was developed to provide support to members living with inherited bleeding disorders who are pursuing post-secondary studies. A maximum of two awards of \$1,000 may be awarded annually. Successful applicants will receive their award through the educational institution which they attend.

#### **Reference Letters**

- A reference letter for applicants must arrive in advance of the application deadline.
- A reference letter can arrive directly from the referee to the Chapter office or as an attachment in an email.
- A reference letter must be dated and should come on letterhead, when possible.
- A reference letter should be signed and include all the contact information of the referee.
- A reference letter should attest to the abilities and suitability of the candidate for the program being applied for as well as act as a character reference for the candidate.
- A letter from a referee should indicate their relationship to the applicant (i.e. supervisor, peer, manager, teacher, etc.). In a volunteer capacity the letter must indicate the role and service the volunteer provided to the organization, the approximate hours the applicant provided in the past year as well as the duration of the volunteer/community involvement and the referee's role in the program or event.
- Additional achievements as a result of the applicant's involvement and awards and honors given to the volunteers should be mentioned as well.

**Letters of reference for the 2016 Community Service Award Deadline: July 8<sup>th</sup>, 2016**

**Please send reference letters to:**

**Canadian Hemophilia Society, Manitoba Chapter  
944 Portage Ave., Winnipeg, Manitoba, R3G 0R1**

**Attention: Awards Committee**