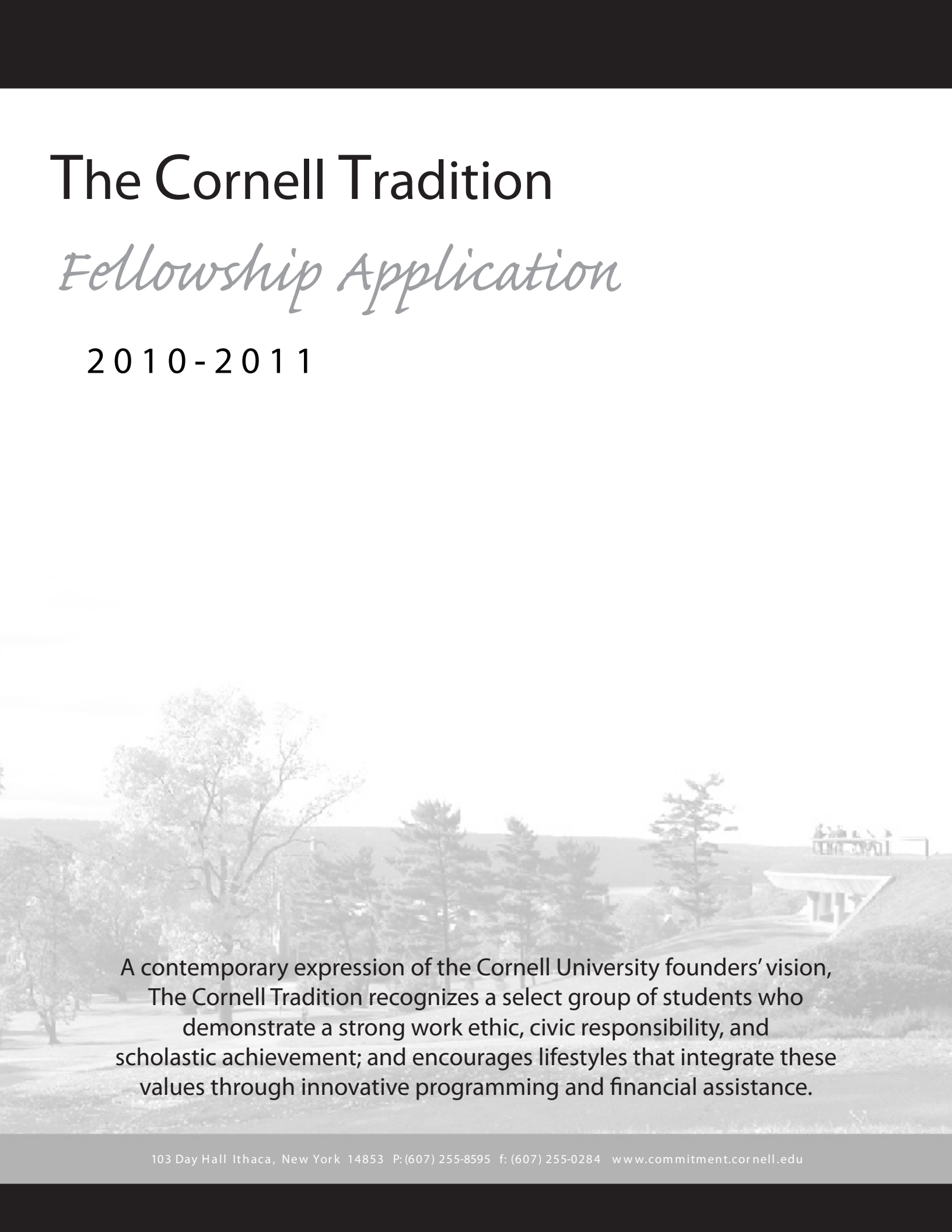


# The Cornell Tradition

## *Fellowship Application*

2010-2011



A contemporary expression of the Cornell University founders' vision, The Cornell Tradition recognizes a select group of students who demonstrate a strong work ethic, civic responsibility, and scholastic achievement; and encourages lifestyles that integrate these values through innovative programming and financial assistance.

# The Cornell Tradition

## 2010-2011 Fellowship application

### a. welcome

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#### *The Cornell Tradition: Service, Work, and Scholarship*

The Cornell Tradition, an alumni-supported program that recognizes and rewards outstanding undergraduates, is a contemporary expression of the founders' vision. The program awards 500 fellowships each year to students who demonstrate significant work experience, campus and/or community service, and academic achievement. Tradition fellows continually exceed minimum program requirements and annually contribute more than 155,000 work and 65,000 service hours to the campus and community.

Each of the three programs that make up The Cornell Commitment (which includes The Cornell Tradition, Meinig Family Cornell National Scholars, and Hunter R. Rawlings III Cornell Presidential Research Scholars) support our students as they continue to become productive members of society who will serve as role models and leaders of tomorrow.

### b. Program benefits

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#### *Meeting the challenge of membership has its rewards.*

##### Fellowship Awards

Depending on your demonstrated financial need, you may receive an award of up to \$4,000 a year to replace need-based student loans or as a part of your Cornell grant, thereby reducing your total debt. Recognizing that many students who don't think they or their families will be eligible for aid do indeed qualify, all students are strongly encouraged to apply for financial aid.

##### Tradition support accounts

Tradition fellows may submit proposals to support experiential opportunities up to \$3,500 over their undergraduate career. Eligible opportunities include those designed to expose them to activities related to the ideals of the program. Student proposals may include but are not limited to internships, spring break programs, and Pre-Orientation and Outdoor Odyssey Service Trips. Funding is prorated and conditions may apply; please see the Service Support Account Guidelines for more information.

##### Employment - Wage Subsidies for all fellows

You are eligible for a wage subsidy (regardless of your financial aid status) for the academic year for on-campus work or a position through the PSC's Community Work Study Program. If you do not have Federal Work Study (FWS) money, Tradition will give you a comparable FWS replacement. If you receive FWS, you may receive the subsidy once your FWS runs out. You must submit a Tradition Hiring Confirmation Form to receive this subsidy! Please contact the Tradition Office if you have questions about the subsidy.

##### Peer Advisory Network

The Peer Advisory Network pairs new freshman and transfer fellows with a peer advisor (an upper-class fellow) to guide the student through his/her first year at Cornell. If you are interested in serving as a peer advisor, please contact us at [tradition@cornell.edu](mailto:tradition@cornell.edu).

##### Summer Expected Savings Replacements (ESR) - aid-eligible students only

Expenses incurred during the summer may make it difficult to meet Cornell's student summer saving expectation. Aid-eligible students who engage in a full-time (35 hours per week for at least 8 weeks) Tradition-funded summer internship can apply for monies to replace the summer savings contribution (an ESR). Please contact the Assistant Director for more details.

##### Student Advisory Council (SAC)

All fellows can apply to join the SAC! The SAC works with the Tradition Director to sponsor service, social and educational opportunities for fellows. The SAC advises the Director, shapes policy, and serves as program ambassadors. Applications are available each spring.

##### LINK

The Commitment Student and Alumni database (LINK) is a networking utility designed to facilitate the exchange of information and connect students to alumni, students to students, and alumni to alumni. This new resource allows you to ask questions and connect with Tradition and Commitment alumni worldwide. For more information, check out LINK online at [www.commitment.cornell.edu](http://www.commitment.cornell.edu).

##### Keeping informed

Fellows receive information about the Tradition program through a variety of mechanisms. Information about upcoming service projects as well as volunteer, employment, social, educational, and summer internship opportunities is distributed through Tradition's monthly newsletter, CT Times; CT News Flash and other emails sent via the Tradition-moderated email list; and the program website, [www.commitment.cornell.edu](http://www.commitment.cornell.edu). Students are also encouraged to stop by the Tradition Office with any questions they might have.

## C. Program requirements

*I have always been in favor of combining labor and study - Ezra Cornell 1861*

### Requirements

All Cornell Tradition Fellows (current and prospective) must reapply to the program EACH YEAR (with the exception of their final year as an undergraduate). All fellows must complete the following program requirements between August 13, 2009 and May 5, 2010 (including fall, winter, and spring breaks):

- Perform a minimum of 250 hours of paid work and service. Of those 250 hours, you must meet the following:
  - A minimum of 100 hours of paid work (can be any combination of on or off-campus work)
  - A minimum of 100 hours of campus and/or community service (at least 15 hours of which must be community service)
  - The remaining 50 hours may be any combination of work and/or service hours
- Maintain a 2.3 cumulative GPA while enrolled full-time as a Cornell undergraduate in good academic standing
- Participate in ALL required Explore CT events (current freshman fellows only; Orientation is required for new transfer fellows)

### Details regarding work

All hours worked on or off campus during academic year breaks may count toward your requirements as long as they are:

- A) Not associated with academic credit,
- B) Accompanied by appropriate documentation,
- C) Legally compensated (i.e. not paid in cash and can be reported for tax purposes).

Please see the off-campus work endorsement form at the back of this packet for details. You can count work done through family-owned businesses provided you supply the required documentation to verify your hours; please review the Family Owned Business Guidelines (available online at [www.commitment.cornell.edu/tradition](http://www.commitment.cornell.edu/tradition) or in the Tradition Office). Students looking for on-campus jobs should visit <http://studentjobs.seo.cornell.edu>. Students wishing to find jobs in the Ithaca community are encouraged to stop by the Public Service Center (PSC) in 200 Barnes Hall. Work study/Tradition wage subsidies can be used with both on-campus jobs and community jobs managed through the PSC.

### Details regarding service

The Cornell Tradition breaks service down into two different categories: community service and campus service. If you aren't sure which category your service activity falls into, please consult the Tradition staff well before the application deadline. Information about service opportunities can be found in CTTalk emails, the CTTimes, and at the Public Service Center (200 Barnes Hall).

1. COMMUNITY SERVICE is service where the primary beneficiar(ies) are not affiliated with Cornell University. This includes service performed in Ithaca, your hometown, etc.
2. CAMPUS SERVICE is service for whom the primary beneficiaries are affiliated with Cornell University. This includes participation in Varsity/Junior Varsity Athletics OR substantial service through a campus organization, club sport, hosting organization or other Cornell University entity. Please note: Intramurals do not count toward the service requirement. See the Service Endorsement Form (found in the back of this packet) and the Service Guidelines for more details.

### FREQUENTLY ASKED QUESTIONS

~ Do academic or research activities count as service? Activities completed for academic credit or for a course requirement do not meet the service expectation. Research experiences, while valuable experiences, also do not fulfill the requirement.

~ These seem like gray areas. Can these activities count as volunteering? Completing extra work for an employer without being paid does not meet the intent of the service requirement. Similarly, taking a position typically offered for pay and not accepting payment does not fulfill the requirement. Please note that good deeds such as babysitting a child, picking up trash, or reading to an elderly neighbor, while commendable, will not meet this requirement unless performed through an agency or organization.

~ Can I count time spent in training, practices and rehearsals? Time spent in these areas can be counted toward Tradition requirements ONLY IF the fellow is not receiving academic credit for the activity. Travel time does not count toward your required hours.

## Eligibility and Special Circumstances

Important notes regarding Your application

All students (current fellows and those students applying for the first time) wishing to earn membership into The Cornell Tradition program for the 2009-2010 academic year must complete this application in full. The forms, requirements, and application processes are the same for both current Tradition fellows and students applying to the program for the first time. First-time applicants are awarded fellowships on a competitive basis; please note that meeting the minimum requirements will not guarantee you a fellowship (so please indicate and document ALL service and employment activities in your application). Work and service hours completed during an academic year determine your eligibility for the program for the following academic year. Thus, the work and service you do during freshman year will earn you your award for your sophomore year, sophomore year work and service will earn you your award for junior year, and so on.

eligibility. **PLEASE REVIEW!**

In order to be considered, applicants must meet all of the following eligibility requirements:

1. Be a citizen or permanent resident of the United States, Mexico, or Canada.
2. Demonstrate your commitment to work and service by contributing 250 paid work and service hours during the academic year. Please see the Program Requirements on page 2 for details.
3. Provide complete endorsement forms for all service and off-campus work. (Note: there is no documentation required for on-campus work - just be sure to list your job(s) on the cover sheet of your application).
4. Provide documentation for all off-campus work. Paystubs OR the Supplemental Off-Campus Work Form and corresponding documents are the only acceptable documentation.
5. Maintain a cumulative grade point average (GPA) of at least 2.3 in a full-time undergraduate degree program.
6. Fully participate in Explore CT (Freshman Tradition fellows only); transfer Tradition fellows must attend Orientation.

\*\*\* Please see the service and off-campus work endorsement forms at the back of this packet for more information\*\*\*

### *Special Circumstances, Modified Requirements*

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**\*\*New Policy\*\*** for students studying off-campus (including Engineering Co-op)

While students studying abroad or participating in Engineering Co-op, Cornell-in-Washington, ILR Internship, Urban Semester and other off-campus programs are strongly encouraged to continue their commitments to service and work as they are able, you will not be required to meet a minimum number of work or service hours while you are away from campus. Your modified requirements are listed below. Please contact the Cornell Tradition Office before you leave campus to let us know you will be away from Cornell for a semester and to ask any questions you may have regarding your revised requirements.

If you will be away for a semester, you will need to:

1. Meet one-half of the required hours (50 work, 50 service, and 25 "flex" hours) during the semester (or summer) you are on campus.
2. Submit a well-written essay (750-1000 word count) in lieu of the hours requirement. Your essay should reflect upon an aspect of your off-campus experience as it relates to your commitment to work and/or service.
3. Meet the 2.3 cumulative GPA requirement.
4. Submit a complete application (see above for details).

If you will be away for a full academic year, you will need to:

1. Meet the 2.3 cumulative GPA requirement.
2. Submit a well-written essay (750-1000 word count) prior to the last day of spring semester classes. The essay is in lieu of the hours requirement, and should reflect upon an aspect of your off-campus experience as it relates to your commitment to work and/or service.
3. You will not be required to submit a Tradition application in the spring; however, please be aware that you will be expected to meet one-half of the work and service requirements (a total of 125 hours) during the first half of the following year. Please contact the Cornell Tradition Office for more details!

first-year Heop/eop students

First-year HEOP/EOP students are required to perform 50 hours of paid work, 100 hours of service, and 50 "flex" hours during their freshman year. In subsequent years, HEOP/EOP students will be held to the standard requirements.

august graduates

Cornell Tradition fellows who will be graduating in August may apply to use Service Support Account monies through May 31 of the year they are planning to graduate. Fellows will not have access to Service Support Account funds during the summer.

## How Many Hours Do I Get For...?

Service and work hours for the activities listed have been predetermined by the sponsoring office/organization and the Tradition for your convenience. In order for the below listed activities to count toward your requirements, they MUST be accompanied by a signed endorsement form (with the exception of Resident Advisors).

Training, Practices, Rehearsals: time spent in these areas counts toward Tradition hours ONLY IF the fellow is not receiving academic credit for the activity. Travel time does not count toward your hours.

Alternative Breaks: Participants earn 60 hours of community service (based on a five-day work week at eight hours per day, plus planning time). Team leaders earn up to 100 hours of community service.

Cornell EMS & EARS: participation in Cornell's Emergency Medical Service (EMS) or Empathy, Assistance, and Referral Service (EARS) counts as campus, not community, service hours. Hours are awarded by the advisor based on participation.

Cornell Tradition Peer Advisor: Peer Advisors can earn 5-15 campus service hours. Hours are determined by the advisor's activity log (submitted with a service endorsement). If the endorsement is not accompanied by a log, 5 hours will be awarded.

Fire Department Bunkers: since bunkers are provided with room and board compensation, they may count their time toward the paid work requirement, not toward the service requirement.

Fraternity/Sorority/Co-ops/Program Houses: students must be contributing to the organization in a substantial, significant way (as determined by the organization advisor) to earn campus service hours. Hours for which compensation is received (room and board, meal plan monies, direct pay) count as paid work hours. Organization-sponsored community service activities count as community service hours.

Hotel Ezra Cornell: students can ONLY receive hours if they are not receiving credit for their involvement.

~ Staff Member: 20 campus service hours                      ~ Function Manager: 75 campus service hours  
~ Board Assistant: 150 campus service hours      ~ Board Member: 0 hours (as academic credit is given).

Hosting Programs (Minority/Diversity Weekends, Red Carpet Society): students hosting prospective students earn 8 hours of campus service per hosting, and 10 hours if hosting more than one student at once. 50 hours maximum.

New Student Reading Experience: students volunteering as co-facilitators earn 4 hours of campus service.

Orientation: the amount of campus service hours earned depends on the role a student plays.

~ Leaders: 36 hours (includes January OLs)      ~ Supervisors: 67 hours                      ~ Steering Committee: 296 hours

Pre-Orientation Service Trips (POST): participants & Team Leaders earn 30 community service hours. \*\*Team Leaders may earn additional hours during the spring semester prior to the trip (to be included in prior year's application)\*\*.

Resident Advisors: earn 450 work hours. (Students who serve as RAs for one semester earn 225 work hours).

Cornell Tradition Student Advisory Council: students can earn 30-100 hours for their service, depending on the SAC member's activity log. If no log is submitted, 30 campus service hours will be awarded. Some activities may qualify for community service; please indicate those hours in your log!

Outdoor Odyssey Outdoor Service Trips: participants & Team Leaders earn 30 community service hours. \*\*Team Leaders may also count trip planning hours during the spring prior to the trip (to be included in prior year's application)\*\*.

Winter Break Service-Learning Trips (PSC-sponsored): students can earn 150 community service hours IF the trip is not associated with a course or academic credit. Trip leaders can receive up to 100 hours of community service.



## Application Con't

### i. general information

Do you meet all the eligibility requirements listed on page 4?  Yes  No

Were/are you enrolled in a full-time undergraduate degree program at Cornell University?  Yes  No  
 Fall 2009  Yes  No  
 Spring 2010  Yes  No

Are you currently a Cornell Tradition fellow?  Yes, I am currently a Cornell Tradition fellow and am re-applying.  
 No, I am not currently a fellow and am applying to become one.

If not currently a Tradition fellow, have you ever been a Tradition fellow in the past?  Yes  No When: \_\_\_\_\_

In 2009-2010, were you...

Participating in a study abroad or Cornell-sponsored internship program?  Yes  No If yes, when?  Fall 2009  Spring 2010  
 If yes, describe program: \_\_\_\_\_

Participating in Engineering Co-op?  Yes  No If yes, when?  Fall 2009  Spring 2010

A freshman in HEOP/EOP?  Yes  No

**\*\*If you answered "Yes" to any of the previous three questions, your Tradition requirements have been modified for this year (please see the "Special Circumstances" section on page 4 for details). \*\***

A resident advisor or program assistant through Campus Life?  Yes  No Counts for 450 hours of paid work (for a full-year RA position). No endorsement form is needed.

Employed Off-Campus?  Yes  No If yes, completed documentation for all hours must be received for those hours to count toward Tradition requirements! See page 3 for details.

In 2010-2011, will you be...

Participating in a study abroad program?  Yes  No If yes, when?  Fall 2010  Spring 2011  
 If yes, describe program: \_\_\_\_\_

Participating in Cornell-in-Washington?  Yes  No If yes, when?  Fall 2010  Spring 2011

Participating in HE Urban Semester?  Yes  No If yes, when?  Fall 2010  Spring 2011

Participating in a Cornell college-sponsored internship other than those mentioned above?  Yes  No If yes, when?  Fall 2010  Spring 2011

Participating in Engineering Co-op?  Yes  No If yes, when?  Fall 2010  Spring 2011

**\*\*If you answered "Yes" to any of the previous three questions, your Tradition requirements have been modified for this year (please see the "Special Circumstances" section on page 4 for details). \*\***



II. Explore CT (Freshman fellows only)

Current Tradition Freshman Fellows Only: Did you attend all five required Explore CT events or complete make-up activities?  Yes  No

III. academic record

Cumulative grade point average through Fall 2009 (The Tradition will update your GPA in our files after we receive your Spring grades from the Registrar over the summer): \_\_\_\_\_

Please list any honors, awards, or special recognition you have received over the course of the past year. We often have the opportunity to tout the accomplishments of our fellows, and would like to recognize you accurately and appropriately! Please attach additional sheets if necessary.

Four horizontal lines on the left and four horizontal lines on the right, providing space for listing honors and awards.

iV. essay

Identify a person, group, or community that you got to know this year through your work or service whose life stories, background, or experiences are significantly different than yours. Which of the needs or challenges facing them stand out to you? What is one way in which you've allowed yourself to be changed as a result of knowing this person or group of people?

Only thoughtful, well-written essays that are 500-1000 words in length will be accepted. If you have questions about the essay requirement, please contact the Tradition Office at [tradition@cornell.edu](mailto:tradition@cornell.edu).

v. Verification Please read below and sign.

In applying for a Cornell Tradition fellowship, I authorize The Cornell Tradition to obtain information pertaining to my academic and employment history. Information may be released as necessary on these and on my financial aid record to Cornell Tradition donors, or to other persons involved in the development and/or promotion of The Cornell Tradition. I understand that it is my responsibility to adhere to all stated deadlines for the application and supporting materials. I also understand that if awarded a Cornell Tradition fellowship, I will continue to fulfill the basic principles of work, service, and scholastic achievement; and if selected for a named fellowship, additional information and a letter of thanks may be required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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t H E C O R N E L L t R A D I T I O N

Off-Campus Work Endorsement Form

**IMPORTANT NOTES:**

1. Use this form ONLY if your job is NOT paid through the Cornell On-Line Time Card System (COLTS) or KRONOS. If you are paid through COLTS or KRONOS, you do not need to complete an endorsement form, but you do need to note your on-campus job on the cover sheet of your Tradition application.
2. For off-campus work, students MUST provide documentation of hours worked (along with this form). "Under the table" work will not count toward Tradition requirements. Acceptable documentation includes:
  - a) All Paystubs indicating hours worked and rate of pay, OR
  - b) Copies of all paychecks, the Tradition Supplemental Off-Campus Work Form, and timecards.\*\*
 \*\* If your employer doesn't use timecards, a timecard template is located on the supplemental work endorsement for your use. All paychecks must have corresponding timecards.

Please contact a Tradition staff member if you have ANY questions about this!

3. A completed endorsement form is required from each employer for whom you worked this year. You should submit all forms and all parts of your application to the Tradition Office by May 14, 2010 at 4:30pm. It is your responsibility to make sure your entire application is complete, clear, and submitted on time.
4. If another Cornell student is signing this form to verify your hours, then this form must be co-signed by a supervising Cornell employee.
5. Students are strongly encouraged to avoid commission-based employment wherever possible. If students do engage in this type of employment, the supplemental work form, signed timesheets, and copies of paychecks must be submitted.

Student Name \_\_\_\_\_ Cornell ID# \_\_\_\_\_

Employing Organization \_\_\_\_\_

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Dates of employment: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
(not before August 13, 2009) (not after May 14, 2010)

Please indicate the form of documentation you are using to verify your hours (choose one below):

- Paystubs (clearly organized indicating dates and hours worked and rate of pay)
- Paychecks, Timecards, and Supplemental Off-Campus Work Form.

I verify that I have read and understand the information provided above and that the information I have presented is accurate to the best of my knowledge.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: This form must be completed and returned with all of your application materials to the address below by Friday, May 14, 2010, at 4:30 PM.

## Off-Campus Work Endorsement Form 2009-2010, continued

*The Cornell Tradition is a fellowship of the university's most talented and ambitious students who, in demonstrating significant work experience, campus or community service (including varsity and JV athletics), and academic achievement, serve as ambassadors of Cornell's core values and founding principles. The 500 Tradition Fellows represent all socio-economic backgrounds and comprise less than 4% of Cornell's undergraduate population.*



To the Endorser: This student has applied for a fellowship from The Cornell Tradition, a unique program of financial assistance designed to encourage the student's work ethic and campus and/or community service. A completed employer endorsement form is required from each employer. Please note that work that is paid "under the table" is illegal and will not count toward Tradition requirements. While it is the applicant's responsibility to ensure that all endorsements are acceptable, legal, and submitted by May 14, 2010, we ask that you kindly provide your timely assistance to them in this endeavor. Thank you in advance for completing this form! Your comments on this student's performance are very helpful and much appreciated. Please contact the Tradition Office at [tradition@cornell.edu](mailto:tradition@cornell.edu) or 255-8595 if you have any questions.

PLEASE COMPLETE THIS FORM AND RETURN TO THE STUDENT. If you wish to maintain confidentiality, please enclose this form in an envelope and sign across the seal or send the form directly to The Cornell Tradition Office at 103 Day Hall, Cornell University. Please type or print.

Student's Name \_\_\_\_\_

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Organization/Business \_\_\_\_\_

Organization Address \_\_\_\_\_ Telephone \_\_\_\_\_

1. Please indicate the total hours the student worked for your organization between August 13, 2009 and May 14, 2010 (based on attached pay documentation): \_\_\_\_\_

2. Dates worked during this period \_\_\_\_\_ Rate of Pay \_\_\_\_\_

3. Please evaluate the student's overall performance in the following categories:

Reliability/Responsibility		<input type="checkbox"/>	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High
Quality of work	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High
Motivation	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High

4. Additional comments regarding performance, etc. (attach separate sheet if necessary).

I hereby verify that the information provided on this form is correct.

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*Are you a Cornell undergraduate? Yes\*\* \_\_\_ No \_\_\_ \*\*If yes, co-signature of a non-Cornell undergraduate is required.

Co-Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

To the Applicant: This form must be completed and returned with all of your application materials to the address below by Friday, May 14, 2010, at 4:30 PM.

**\*\*USE THIS FORM ONLY IF YOU DID NOT RECEIVE PAYSTUBS (showing hours worked and rate of pay) FROM YOUR OFF-CAMPUS EMPLOYER.\*\***



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**t H E C O R N E L L t R A D I T I O N**

**Supplemental Off-Campus Work Form**

This form must be used in conjunction with the Off-Campus Work Form (see above to determine if you need to use this form). Hours verified using this form *will not be counted* unless accompanied by a corresponding Off-Campus Work Endorsement Form and the three items listed in the gray box. You are strongly encouraged to speak with a Tradition staff member if you have any questions - we are happy to help you!

**You must include ALL of these items if using this form.**

- 1. Declaration of Employment:** *You and your employer should complete and sign the statement below.*
- 2. Timecards:** *If your employer uses timecards, please include copies of ALL timecards with this form. If not, use the template on the reverse side to keep a detailed record of the dates and times you worked (copying template as needed). Note: breaks **must** be reflected. Each timecard must include a supervisor signature.*
- 3. Paychecks:** *Please photocopy every paycheck you receive and attach it to this form.*

**I. Declaration of Employment**

I, \_\_\_\_\_, have supervised/employed \_\_\_\_\_  
(Supervisor's Name) (Student's Name)

from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_  
(Employment Start Date) (Employment End Date) (Employing Organization)

This student has worked as \_\_\_\_\_, and was responsible for the following:  
(Student Job Title)

\_\_\_\_\_  
(Summary of Student Job Description)

**I have completed and signed an Off-Campus Work Endorsement Form** (which will accompany this Supplemental Off-Campus Work Form) as well as each of the student's timecards, verifying that s/he has worked \_\_\_\_\_ hours between August 13, 2009 and May 14, 2010. S/he was paid an hourly wage of \_\_\_\_\_ and thus earned a total (pre-tax) of \$ \_\_\_\_\_ under my employment during the aforementioned employment period. My signature below certifies that all of the information contained on this form is true and complete.  
(Total Hours Worked) (Student's Hourly Wage) (Student's Total Income)

\_\_\_\_\_  
(Supervisor's Signature) (Date)

\_\_\_\_\_  
(Student's Signature) (Date)



## Supplemental Off-Campus Work form 2009-2010, Continued

Timecards: Use this template to keep a detailed record of the dates and times you worked. Photocopy this template as necessary and attach to this form. Each timecard must be signed by you and your supervisor. PLEASE NOTE YOUR BREAKS on your timesheets. You must attach copies of your paychecks to each corresponding timecard.

### II. Cornell Tradition Timecard Template

Please type or print clearly. Illegible timecards are not acceptable documentation and may result in the denial of your fellowship application. Photocopy this template as necessary to document all hours.

Name \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Employee Email \_\_\_\_\_ Employing Organization \_\_\_\_\_  
 Job Title \_\_\_\_\_ Pay Period Dates   
 Supervisor's Telephone # \_\_\_\_\_

Day	Month	Date	Time In	Time Out	Time In	Time Out	Daily Total	Hours
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								

Supervisor's Signature: \_\_\_\_\_

Pay period total:

Employee's Signature: \_\_\_\_\_

Payroll Representative's Signature (if applicable): \_\_\_\_\_

### III. Copies of Paychecks

Photocopy each paycheck you receive and attach it to this form.

### Please note:

ONLY those work hours that have all the necessary corresponding documentation will be counted.  
 Please see a Tradition staff member if you have any questions.



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# t H E C O R N E L L t R A D I T I O N

## Service Endorsement Form

### IMPORTANT NOTES:

1. A completed endorsement form is required for each service activity you would like to count toward Tradition requirements. You should submit all forms and all parts of your application to the Cornell Tradition Office by May 14, 2010 at 4:30pm. It is your responsibility to make sure your entire application is complete, clear, and submitted on-time.
2. The Cornell Tradition classifies service into two categories: Community Service and Campus Service. Applicants must contribute a minimum of 100 hours of service, including at least 15 hours in the Community Service category. See below for a complete description of each category. If you are uncertain how to classify your service, please consult the Service Requirement Guidelines or ask a staff member.
3. Hours for the following organizations have been pre-determined by the organization and the Tradition: POST, Outdoor Odyssey, New Student Orientation, Student Hosting Programs (Minority Hosting, Red Carpet Society, etc.), Hotel Ezra Cornell, Alternative Breaks, Winter-Break Service-Learning trips and more. Please see the Service Guidelines to determine how many hours you will receive for your service in these areas.
4. If a Cornell undergraduate is signing this form to verify your hours, someone affiliated with the activity who is not a Cornell University student (a Cornell employee, coach, advisor, sponsor, etc.) must co-sign the form.

Student Name \_\_\_\_\_ Cornell ID (7-digit) # \_\_\_\_\_

Organization \_\_\_\_\_

Category of volunteerism (check only one). Please contact the Tradition Office if you have questions.

COMMUNITY SERVICE

~ Service primarily benefits communities outside Cornell (includes hometown, Ithaca, study abroad location, etc.)

CAMPUS SERVICE

~ Serving a campus organization/club or the greater Cornell campus in a significant way (your advisor/service supervisor will verify that your contributions have been significant).  
 ~ Serving on a Cornell Varsity or Junior Varsity Athletics Team (due to the level of involvement required and the NCAA standards and accountability structure, all forms of participation count toward requirements).

Description of Service/Involvement \_\_\_\_\_

Dates of activity: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
(not before August 13, 2009) (not after May 14, 2010)

I verify that I have read and understand the information provided above and that the information I have presented is accurate to the best of my knowledge.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: This form must be completed and returned with all of your application materials to the address below by Friday, May 14, 2010, at 4:30 PM.

## Service Endorsement Form 2009-2010, continued

*The Cornell Tradition is a fellowship of the university's most talented and ambitious students who, in demonstrating significant work experience, campus or community service (including varsity and JV athletics), and academic achievement, serve as ambassadors of Cornell's core values and founding principles. The 500 Tradition fellows represent all socio-economic backgrounds and comprise less than 4 percent of Cornell's undergraduate population.*



To the Organization Advisor/Service Supervisor: This student has applied for a fellowship from The Cornell Tradition, a unique program of financial assistance designed to encourage a strong work ethic and campus and/or community service. Applicants are required to verify their participation in service (which includes participation in campus groups and varsity/JV athletics). It is the applicant's responsibility to ensure that all endorsements are of an acceptable nature and submitted by May 14, 2010; however, we ask that you kindly provide your timely assistance to them in this endeavor. First-time fellowships are awarded on a very competitive basis. Your comments on this student's service are extremely helpful and are very much appreciated! Please contact The Tradition

PLEASE COMPLETE THIS FORM AND RETURN TO THE STUDENT. If you wish to maintain confidentiality, please enclose this form in an envelope and sign across the seal or send the form directly to the Tradition Office at 103 Day Hall, Cornell University. Please type or print.

Student's Name \_\_\_\_\_

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Organization Address \_\_\_\_\_ Telephone # \_\_\_\_\_

1. Is the student's description of their service on the reverse side accurate?  
Yes \_\_\_\_ No \_\_\_\_ If not, please explain (attach separate sheet if necessary).
2. Number of hours the student spent in service to this organization since August 13, 2009: \_\_\_\_\_
3. Cornell Tradition fellowships are awarded to students who are committed to helping themselves and others through work and service. In light of this, we would greatly appreciate your candid appraisal of the student's performance and motivation.

Please evaluate the student's overall performance in the following categories:

Reliability/Responsibility	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High
Quality of Work	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High
Motivation	Low	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High

4. Additional comments (attach separate sheet if necessary).

*By signing below, I verify that the information provided herein is correct and the hours listed above indicate the time the student spent making significant contributions to this organization and/or its mission.*

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*Are you a Cornell undergraduate? Yes\*\* \_\_\_\_ No \_\_\_\_ \*\*If yes, co-signature of a non-Cornell undergraduate is required.

Co-Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

To the Applicant: This form must be completed and returned with all of your application materials to the address below by Friday, May 14, 2010, at 4:30 PM.