

Acquisition of volunteer hours for graduate students of the History Department

How it works:

- Graduate students interested in obtaining recognition for volunteer hours they have earned are responsible for maintaining an up-to-date record of accumulated volunteer hour related activities.
- Once an activity is completed, it is the responsibility of the student to send an email to the History Graduate Student's Association's (HGSA) secretary to confirm his/her participation in the activity.
- The HGSA secretary will be responsible for maintaining his/her own document in which he/she keeps track of the volunteer hours accumulated by all graduate students.
- Please note: if the HGSA secretary is not present at an activity, the student must include in his or her confirmation email a person who was present (usually the HGSA president or vice-president). This other person will then be responsible for confirming the presence and participation of this individual in the activity.

Acquisition of the letter of recognition:

- At the end of the academic year, it is the responsibility of the graduate student to apply for a bilingual letter of recognition attesting to the volunteer hours accumulated.
- Please note: the student will only be eligible to obtain such a letter of recognition after having completed a **minimum of 15 hours of volunteer work during that same academic year**.
- The secretary will then prepare the letter which will be signed by the president of the HGSA and the Director of Graduate Studies in History.
- The letter will then be picked up by the student at the office of the Department of History.

Examples of recognized volunteer hours:

- Attending a conference organized by the Department of History or the HGSA (as a spectator or as a speaker);
- Participating in a workshop prepared by the Department of History or by the HGSA (as an audience member or workshop facilitator);
- Being a representative on a committee of the Department of History;
- Occupying a position within the HGSA;
- Attending the HGSA's monthly meetings;
- Participating in the organization and implementation of activities organized by the HGSA (e.g., volunteering at the annual book sale).

**For any questions or concerns please contact the HGSA at the following email president@aedhgsa.ca*

**This system is effective as of September 1st 2020.*