



FORCES AVENIR

RECOGNIZING + PROMOTING
STUDENT COMMITMENT

UNIVERSITY PROGRAM 2016

PROCEDURES GUIDE

REGISTRATION AND SELECTION

AVENIR



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FOREWORD

Forces Avenir is an extensive program aimed at recognizing and promoting university students who distinguish themselves, either individually or in groups, by carrying out projects which, while enabling them to showcase their ideas, talents and knowledge, help to improve our society.

THIS DOCUMENT PROVIDES DETAILED INFORMATION ABOUT THE REGISTRATION PERIOD AND SELECTION PROCESS AT THE UNIVERSITIES. It also gives useful information on the overall selection process.



MISSION

***Forces Avenir** aims to recognize, honour and promote the commitment of students in projects which encourage the development of community thinking and thus contribute to the development of socially conscious, active, responsible and persevering citizens who are both dedicated to their community and open to the world.*



APPLICATION PERIOD

- ◆ Students have until **March 31st 2016** to register. After this date, they can still make changes to their application file. However, application files cannot be created after this date;
- ◆ University respondents have until **April 28th 2016** to send the selected application files to Forces Avenir. Each university can submit no more than two applications per category.



CONDITIONS OF ELIGIBILITY

CRITERIA FOR INDIVIDUALS

- ◇ Be registered as full-time students (or be recognized as such by their university) for at least one semester during the period of eligibility, that is to say from **April 1st 2015 to March 31st 2016**;
- ◇ Be enrolled in an undergraduate or graduate program;
- ◇ Be no more than 35 years of age;
- ◇ Not have been paid to participate;
- ◇ Not be a former recipient of an AVENIR award in one of the individual award categories.

CRITERIA FOR PROJECTS

- ◇ The project may be carried out as part of a university undergraduate program worth a maximum of three credits;
- ◇ The project must not take place in the context of a course or a research program which is part of the requirements for obtaining a graduate degree;
- ◇ At least 80% of the students involved in the project must meet the criteria for individuals;
- ◇ The project must be initiated, made operational or be carried out during the period of eligibility, that is to say from **April 1st 2015 to March 31st 2016**;
- ◇ The project must not have already received an AVENIR award in the AVENIR Project category.



ONLINE APPLICATIONS

IDENTIFICATION (For students)

To open a file for the first time*:

1. Go to the Forces AVENIR website (www.forcesavenir.qc.ca) and click on *University Program*, then on *Registration* on the left of the screen.
2. Click on *Click here* below *Registration Form*.
3. Click on *Create an account*.
4. Choose a personal password that will then be used to access the file. There are no restrictions on the choice of password.

**You can only register one user name per project or candidate application file submitted.*

To continue filling out a form:

1. Go to the Forces AVENIR website (www.forcesavenir.qc.ca) and click on *University Program*, then on *Registration* on the left of the screen.
2. Click on *View my profile*.
3. Enter the user name and password chosen when registering online.

ONLINE APPLICATION FORM (For students)

1. Fill out the requested information. If you are unable to complete your application file in one session, you can simply save it and then go back to it at a later date.
2. Complete all the necessary forms for your category. (Presentation form and registration form).
3. Attach all the required documents (letters of recommendation, photographs, etc.).
4. Once your application file is complete, click on *Send application and confirmation*. Your file will be sent to the Forces AVENIR respondent at your university so it can be checked to ensure that you meet all the conditions of eligibility established by Forces AVENIR.

**Please note that when you begin filling out your application form, the length of the user session is limited to one hour. To avoid losing any data already entered, make a habit of regularly saving your form.*

IDENTIFICATION (For Forces AVENIR respondents)

1. Go to the Forces AVENIR website (www.forcesavenir.qc.ca) and click on *University Program*, then on *Registration* on the left of the screen.
2. Click on *Click here* in the *For Forces AVENIR respondents* section
3. Click on *See the profiles* in the Respondents section.
4. Enter the user name and password you received from Forces AVENIR.
5. You will have access to all the application files sent by your students. You may click of each of these files in order to view and evaluate them.

ATTESTATION OF ELIGIBILITY (For Forces AVENIR respondents)

Check that each application file meets all the conditions of eligibility established by Forces AVENIR by completing the online [Attestation of Eligibility](#) under the tab of the same name.

TRANSFER OF FILES TO FORCES AVENIR (For Forces AVENIR respondents)

1. Once you have finished evaluating the files, the selected application files must be sent to Forces AVENIR.
2. You are given two options: You can either *Accept* or *Refuse* a file.
3. The files that are accepted are automatically forwarded to Forces AVENIR for the second stage of the selection process. The files that are refused are saved in a bank of candidates, but do not proceed to the next stage.



DESCRIPTION OF THE PROJECT CATEGORIES

These categories aim to recognize, honour and promote students or groups of students who have distinguished themselves by carrying out projects relating to one of the following fields:

THE ENTREPRENEURSHIP, BUSINESS AND ECONOMY AVENIR

Project relating to economic growth or to the creation, expansion or recovery of a business venture.

THE ARTS, LITERATURE AND CULTURE AVENIR

Project pertaining to theatre, visual arts, cinema, arts and crafts, literature, architecture, design or heritage.

THE MUTUAL AID, PEACE AND JUSTICE AVENIR

Project aimed at promoting community service, humanitarian causes and respect for human rights or the establishment and promotion of a just society.

THE ENVIRONMENT AVENIR

Project concerned with the environment, whether it promotes environmental protection, recycling, reuse, recuperation, the sustainable development of natural resources or environmental education.

THE HEALTH AVENIR

Project connected with health education, awareness and prevention, with research or improvement in fields such as nursing, diet, fitness, mental health and medicine.

THE SCIENCE AND TECHNOLOGY AVENIR

Project of a scientific or technological nature, which involves research, experimentation or popularization in the field of science and technology.

THE SOCIETY, COMMUNICATIONS AND EDUCATION AVENIR

Project of a social nature linked with communications, education or political action and which addresses social issues or public concerns.



DESCRIPTION OF THE INDIVIDUAL CATEGORIES

PERSONALITY AVENIR – UNDERGRADUATES

The Personality AVENIR – Undergraduates awards will be presented to undergraduate students who have distinguished themselves through a balance of academic, personal and social achievements, as well as by their leadership and the concrete impact and consistency of their commitment throughout their studies.

PERSONALITY AVENIR – GRADUATES

The Personality AVENIR – Graduates award will be presented to a graduate student who has achieved distinction through a balance of academic, personal and social achievements, as well as leadership and the concrete impact and consistency of his/her commitment throughout his/her studies.

THE AVENIR PAR EXCELLENCE AWARDS

The recipients of the Personality AVENIR Par Excellence and the AVENIR Project Par Excellence awards will be selected from amongst all the candidates. The winners will have distinguished themselves from all the other candidates, and the student or group of students will have demonstrated a constant pursuit of excellence in all their activities.

A SEPARATE APPLICATION IS NOT REQUIRED FOR THIS CATEGORY.



GRANTS AND AWARDS

\$114,000 IN GRANTS AS WELL AS AVENIR TROPHIES WILL BE AWARDED DURING THE GALA EVENING.

- ◆ AVENIR Projects: The finalists will receive \$2,000 and the award recipients \$4,000.
- ◆ Personality AVENIR – Undergraduates and Graduates: The finalists will receive \$2,000 and the award recipients \$4,000.
- ◆ Personality AVENIR Par Excellence: The winner will receive \$15,000.
- ◆ AVENIR Project Par Excellence: The winning project will receive \$15,000.



APPLICATION FILES

Application files must be created before March 31st 2016 and contain the following elements, according to the relevant category:

AVENIR PROJECTS

- ◆ The presentation form for the project;
- ◆ The attestation of eligibility;
- ◆ The registration form including a 300-word summary of the project and a 500-word presentation outlining how the project meets each and every criterion for selection;
- ◆ Three letters of recommendation supporting the application;
- ◆ A press review (optional);
- ◆ **Ten colour photographs** of the project and its members with the names of the people in the photos in order.

PERSONALITY AVENIR – UNDERGRADUATES AND GRADUATES

- ◆ The presentation form;
- ◆ The attestation of eligibility;
- ◆ The registration form including a 300-word summary of the student's path and a 500-word presentation describing how he/she meets each and every criterion for selection;
- ◆ An essay of a maximum of 750 words in answer to the following question: "Based on your commitment and your studies, how do you perceive your role as a citizen in the society of the future?"
- ◆ A detailed curriculum vitae;
- ◆ Three letters of recommendation supporting the application;
- ◆ Transcripts for all university studies (undergraduate and graduate, if applicable);
- ◆ **Ten colour photographs** of the candidate bearing witness to his/her involvement.



APPLICATION FILES – CONTD.

IMPORTANT

- ◆ A file that does not meet the established criteria and expected standard of quality in the presentation and the language may be rejected;
- ◆ A project can only be submitted in one category;
- ◆ All contact information for the candidate must be valid until December 2016;
- ◆ The grants for the Personality AVENIR Par Excellence and the AVENIR Project Par Excellence are not cumulative;
- ◆ Candidates are required to attend the interviews, which will take place in June or July 2016, either in person, by phone or by videoconference.
- ◆ All the documents that need to be completed are available on the Forces AVENIR website and must be completed online.



INTERVIEWS

Goal of the interviews

As with an interview for a job application, this step is vital in determining the finalists in the Project and Personality categories. The interviews enable the jury members to verify the accuracy of the information contained in the application file as well as to obtain further details.

In order to select the three finalists in each category and the AVENIR award recipient from among them, the specialist juries will request an interview with the representatives of the four best applications. In regard to the Personality AVENIR – Undergraduates category, the jury for this category will request an interview with the representatives of the ten best applications in order to select the nine finalists and the three AVENIR award recipients from among them. Finally, in order to determine the three finalists and the Personality AVENIR – Graduates award recipient, the jury will request an interview with four students in order to determine the three finalists, one of which will be the award recipient.

The jury for the relevant category will interview the candidates. To evaluate the Projects and Personalities, the juries will use the selection criteria and evaluation grid provided on the last pages of this guide as well as in the 2016 application brochure and on the Forces AVENIR website (www.forcesavenir.qc.ca).

Calls for interviews

The interviews will take place in June 2016. The exact dates have yet to be determined because planning the interview schedule is a painstaking procedure that often has very little leeway. There are a total of twenty-seven people who serve on the juries on a voluntary basis who are all key figures with very busy schedules. It is therefore important that we accommodate them while respecting the candidates.

Insofar as possible, all candidates and project spokespersons will be informed by e-mail one week prior to their interview. All candidates are required to attend the interview as it is a mandatory step in the selection process. However, if they are unable to attend in person, these interviews can be carried out by phone or by videoconference. Under no circumstances can these interviews be rescheduled due to organizational logistics.

You will receive detailed information about the interviews in May and June 2016. The cooperation of the university respondents is greatly appreciated in helping convey information between the candidates from each university and the Forces AVENIR offices.

Preparing for interviews and interview procedure

Three members per project will be invited to present their application file. They can bring all the material they consider necessary but must make arrangements for the equipment they will need for their presentation (computer, video projector, etc.). It is important to point out that, because interviews will be limited to 20 minutes, there will be no more than five minutes allowed for equipment-assisted presentations and the juries will favour discussion and exchange for the last 15 minutes.

In an emergency, candidates will have all the necessary contact information for getting in touch with the person in charge of the Forces AVENIR jury.

As explained above, candidates must prepare for their interview with the same diligence as for an interview for a job application if they wish to take home an award! The jury members will refer to an interview guideline containing predetermined questions in order to verify the selection criteria. However, jury members are free to conduct the interview and ask questions at their own discretion.



SELECTION CRITERIA

AVENIR PROJECTS

Tangible results of the project on its milieu according to its specific context. What kind of impact has the project had on the community and the people concerned? What were the consequences and end results?	30 points
Relevance of the project in regard to the specific category and context. How imperative was it that the project be carried out? Does it focus on a specific cause, fulfil a specific goal or address a specific problem?	15 points
Innovative nature - originality of the project according to the specific context. Is the project new and original or do similar projects already exist? Is this the first year the project was carried out or is it a recurring event?	15 points
Influence of the project. Does the project have an impact on other people or only its members? How far-reaching and comprehensive is it? This criterion refers to the project's positive influence: does it extend to a group, the university community, the city or the entire province? It also refers to the project's visibility.	15 points
Scope of the organization. How many people participated in the project? (Modest scope: 3 members; major scope: 100 members.)	10 points
Educational impact of the project for the participants or the people who benefit by it. Do all those touched directly or indirectly by the project learn something new thanks to the project? Does it inform people about a particular issue, subject, situation or problem?	5 points
Pursuit of funding - demonstration of the efforts carried out as well as the resourcefulness of the participants. How did the members go about securing the funding needed to successfully carry out their project?	5 points
Quality of the presentation: Is the file's visual presentation satisfactory? Are there any spelling mistakes? Is the reasoning used to defend the project coherent? Is the application properly structured and easy to read?	5 points
TOTAL	100 points

Personality AVENIR

Balance between social commitment, academic success and personal qualities. It should be clear that the candidate's activities do not take precedence over their studies and that he/she remains constant and efficient at school.	20 points
Responsibilities and leadership. Is the candidate a leader? Is the candidate required to justify the actions taken? Does the candidate have important responsibilities? Is the candidate an essential member of the group?	20 points
Achievements and tangible results. What kind of impact has the candidate's actions had on the community and the people concerned? What have these actions achieved?	20 points
Consistency in all the specified criteria throughout the course of studies. Is the candidate's involvement consistent or irregular? Has the candidate been socially committed since the beginning of their studies or is this the first time?	20 points
Multidisciplinary nature. Is the candidate involved in only one area of activity or is he/she interested in a variety of disciplines (sports, art, health, etc.)?	15 points
Quality of the presentation: Is the file's visual presentation satisfactory? Are there any spelling mistakes? Is the reasoning used to defend the project coherent? Is the application properly structured and easy to read?	5 points
TOTAL	100 points