

CFA SOCIETY TORONTO
STUDENT AMBASSADOR PROGRAM
2025 Faculty Representative Acknowledgement Form
(Volunteer Year – October 1 – April 30)

As part of the Student Ambassador Program, each student applicant is required to submit a Faculty Acknowledgement Form.

1 . Student Details

Field	Information to be completed by the student
Legal Name (first / last)	
Preferred Name (if different)	
University/College	
Academic Program & Year (Eg. Bachelor of Commerce, 3 rd year)	
School E-mail	

2 . Faculty Representative Details

Field	Information to be completed by the faculty representative
Salutation (Dr./Prof./Mr./Ms.)	
Name (first / last)	
Title	
Department	
E-mail	
Phone	
Comments (optional) Is there any other information you'd like to share about the student's application?	

3 . Statement of Acknowledgement

By signing below, I confirm that **if the above-named student is selected as a CFA Society Toronto Student Ambassador for the current volunteer year (October 1 – April 30):**

1. **Faculty Representative Role** – I agree to act as the student’s designated faculty representative and first point of academic contact for matters related to their Student Ambassador duties.
2. **Guidance & Support** – I will make reasonable efforts to provide guidance, clarification of university/college policies, or referrals to appropriate campus resources should the student seek assistance in performing their Ambassador responsibilities (e.g., arranging on-campus promotions or booking space).
3. **Two-way Communication** – I understand that I may reach out directly to the Student Ambassador, or to CFA Society Toronto staff (universityrelations@cfatoronto.ca), for information regarding the Society’s University Relations offerings including the Student Ambassador Program, or the CFA Program.
4. **Term & Time Commitment** – I acknowledge that the voluntary representative commitment is limited to the current Ambassador term (October 1 to April 30) and typically requires *no more than occasional e-mail or brief meetings* initiated by the student.
5. **Multiple Student Applicants** - I acknowledge that I may choose to serve as the designated faculty representative for more than one student per academic year, and that this decision is entirely at my discretion.
6. **Data Privacy** – I consent to CFA Society Toronto retaining my contact information for the purpose of administering the Student Ambassador Program and understand I can withdraw my consent at any time by contacting CFA Society Toronto.
7. **Withdrawal** – Should I need to withdraw from this role, I will provide written notice to the student and CFA Society Toronto so that a replacement faculty contact can be identified promptly.

4. Signatures

Faculty Representative

Signature: _____
 Date (DD/MM/YYYY): ____ / ____ / ____

Student Applicant

Signature: _____
 Date (DD/MM/YYYY): ____ / ____ / ____

5. Submission Instructions

1. **Save** the completed form as a single PDF (filename: *FirstName LastName-FacultyAcknowledgement.pdf*).
2. **Upload** the PDF together with your résumé, and unofficial transcript when submitting the online Student Ambassador application.
3. For further details on submission instructions please refer to the **2025 Student Applicant Guide**.

6. Questions?

If you have additional questions please reach out to CFA Society Toronto at universityrelations@cfatoronto.ca

This form fulfils the “Faculty Acknowledgement Form” requirement outlined in the Student Ambassador Program eligibility criteria.