PLANNING AN AWARD PRESENTATION
Alumni Service Award

Senate All-University Honors Committee
Updated June 2015

The Alumni Service Award recognizes the service of a volunteer who has had a major impact on the University, its schools, colleges, or departments, or faculty, or to the University of Minnesota Alumni Association (UMAA). Nominees must be a graduate or a former student of the University. They cannot be a current member of faculty or staff, or a sitting Regent, but retirees are eligible. Alumni Service Awards are not awarded to encourage or reward financial contributions to the University.

This award is made on the basis of policy established by the Board of Regents and procedures determined by the Senate All-University Honors Committee. The Board of Regents Policy on Awards, Honors, and Recognition can be found at: http://regents.umn.edu/sites/default/files/policies/Awards.pdf. Board of Regents policy requires that no disclosure is to be made to the nominee while his or her name is under consideration.

Purpose statement:

This reference guide is meant to serve as a guide for colleges and units within the University to help them prepare and present the Alumni Service Award. Ceremonies at which this award is presented should adequately reflect the prestige the award brings to the individual and the institution.

This guide is divided into five sections:

I. NOMINATIONS, APPROVAL, ACCEPTANCE, ANNOUNCEMENT
II. Materials and Preparation of Materials
III. Presentation Event: If Presenting at the UMAA Gala
IV. Presentation Event: If Presenting at a Collegiate Unit Event
V. Additional Information

I. NOMINATIONS, APPROVAL, ACCEPTANCE, ANNOUNCEMENT

1. Plan to submit the nomination packet to the UMAA at least six months before the date of presentation. The UMAA will review the nomination and forward its recommendation to the Senate All-University Honors Committee.

2. Once the Senate All-University Honors Committee, the president, and the Board of Regents have approved the nomination, the president will notify the nominee in writing and ask him/her to send a written acceptance to the president or call Vickie Courtney, director, University Awards and Honors.

3. Once the nominee accepts, the nominator will be notified by the president. **It is only at this point in the process that it is now possible to disclose information about the recipient.**

4. Contact the nominee and:
   
   • Confirm that the award will be presented to them at the UMAA’s gala celebratory event during homecoming week.
   
   **OR**

   • If the award is not being presented at the UMAA gala celebratory event, begin to coordinate a date for the presentation of the award.
II. MATERIALS AND PREPARATION OF MATERIALS

The tokens of this award include an 8x10-inch citation, presented within a leather-bound folder, and a crystal “M.” The citation will be written by a UMAA staff member who will confer with someone (authorized by your college) who knows the recipient well and can approve the text. Contact Erin Strong Elliott (612-625-9187) of the UMAA at least six weeks in advance of the presentation event regarding preparation of the citation and crystal “M.” She will need the following information immediately:

- Date of the event
- Name of the award event contact
- Name of the citation contact (the person who will read, edit, and finally approve the content of the award once it has been written by UMAA).

NOTE: The UMAA bears the cost of the citation and crystal “M.” However, if the date is changed after engraving and printing are complete, the department/college may bear the cost of reordering.

THE PRESENTATION EVENT: If Presenting at the UMAA Gala

Each fall during Homecoming Week the UMAA hosts a gala celebratory event where awards are presented to alumni of the University including recipients of the Alumni Service Award. Contact Erin Strong Elliott (612-625-9187) in the UMAA Office to coordinate the presentation of this award at the fall gala event.

THE PRESENTATION EVENT: If Presenting at a Collegiate Unit Event

If the award is not being presented at the UMAA gala celebratory event, the Alumni Service Award may be presented at a collegiate unit event.

Event and Citation Contact

Choose a person to be the event contact from your unit and a person to be the citation contact (the citation contact will read and edit copy written by the UMAA). This can be the same person.

Scheduling the Event

- Try to schedule the event as soon as possible after approval; however, you may want to present the award at a large collegiate or unit celebration that is coming up or a special reception. That is fine as long as it works for the nominee.
- When scheduling a date for the presentation, get a few possible times and check the availability of the president by going to: http://www1.umn.edu/president/the-office/request-appearance/index.html. It is appropriate to have the president read the citation at the presentation. If the president cannot be present, ask a regent, the senior vice president and provost, another vice president or a college dean, or a regents professor.
- To schedule a regent to confer the award, call the Board of Regents Office (612-625-6300). There are very few exceptions where a regent does not confer. The regent can read the citation in lieu of the president, as well as confer the award.
- Avoid scheduling the award presentation during regents meeting week (second week of each month) because this is a particularly busy time and it will be difficult to schedule University Administrators.
- Be sure to double-check the date with the recipient.
Event Locations

There are many venues on campus from which to choose. Consider the size of your event and whether the recipient is giving a speech. Some venues to consider:

- Coffman Memorial Union: President’s Room, Mississippi Room, Theater, Campus Club
- McNamara Alumni Center
- Ted Mann Theater
- Walter Library
- Weisman Art Museum
- Nice departmental spaces

Invitations

- View the order form and invitation at http://www1.umn.edu/usenate/alluhonors/invitation_order_form.pdf
- If not using the above mentioned order form, then see the Administrative Brand Policy at http://www.policy.umn.edu/Policies/Operations/OPMisc/BRANDING.html to determine if the Regents Seal is appropriate for your invitation. If your event meets these qualifications, call University Relations (612-624-6868) to obtain the seal. In addition, the University of Minnesota wordmark must be used on the invitation somewhere; you can access it at https://www.ur.umn.edu/brand/logo-and-template-downloads/index.php.
- Prepare an appropriate guest list to include, at minimum, the recipient’s significant other and family. Extending an invitation to colleagues and friends is encouraged.

Speakers, Participants, and Presentation

- Determine who is going to speak.
- To be sure your speakers do not simply duplicate what will be read in the citation, offer to script the remarks.
- Identify an emcee to introduce the presenter, regents and the award recipient.
- The recipient, if he/she speaks, should do so after the award is presented.
- Alumni Service Award recipients receive a citation and engraved crystal “M.” The crystal “M” will be presented by the president, regent, department chair, nominator, or college dean.

Event Day

- Tell all participants what time to arrive and where to come.
- Go over details when ceremony participants arrive. Be sure they know their roles.
- Tell everyone that a photograph will be taken when the crystal “M” is presented. It is helpful to have the photographer talk to the participants before the event if possible. You may need to give the presenters a few suggestions for good photos, (i.e.) stepping to the side when the crystal “M” is presented.
Funding

- Costs of the event are the responsibility of the department or college.
- Again, the UMAA bears the cost of the citation and crystal “M.” However, if the date is changed after engraving and printing are complete, the department/college may bear the cost of reordering.

Photography

- The nominating department is responsible for finding and paying a photographer for the event. If you need help finding a photographer call University Relations at 612-625-6868 and ask for a list of freelance photographers.
- Tell your event photographer what you plan to do with the photographs (i.e. use them in a publication, give copies to the recipient, or keep them in the department as a record of the event). This information helps the photographer plan what equipment to bring and how to direct the participants posing for the photographs.

News
To generate media coverage about your event, contact a news service representative in University Relations (612-624-6868).

ADDITIONAL INFORMATION

Senate All-University Honors Committee: [http://www1.umn.edu/usenate/committees/alluhonors.html](http://www1.umn.edu/usenate/committees/alluhonors.html)

Contact Numbers
Vickie Courtney, University Awards and Honors (612-625-4805)
Erin Strong Elliott, University of Minnesota Alumni Association (612-625-9187)

For information on planning an award presentation for the honorary degree, the Outstanding Achievement Award, and the Award of Distinction, go to: [http://www1.umn.edu/usenate/alluhonors/hd_guidelines.pdf](http://www1.umn.edu/usenate/alluhonors/hd_guidelines.pdf)