

Outstanding Alumni Award Guidelines

**College of Agricultural Sciences**

**The Pennsylvania State University**

The Outstanding Alumni Award is the highest award of the College of Agricultural Sciences and the Ag Alumni Society. The award recognizes those outstanding alumni who have a demonstrated record of outstanding accomplishments and have made significant contributions to his/her profession.

# Purpose

1. Recognize outstanding alumni for their professional accomplishments.
2. Foster and cultivate a relationship with the honoree and the College.
3. Provide enhanced opportunities for faculty, staff, and students to interact with accomplished alumni.

# Eligibility

1. Penn State alumni who have received an associate, undergraduate or a graduate degree from the College of Agricultural Sciences.
2. Significant career advancement as recognized by an employer, professional association, or similar entity.
3. Distinguished and diverse service to their community.
4. Membership in the Penn State Alumni Association/Ag Alumni Society is encouraged.

# Nomination Process

1. One nomination will be accepted from each department.
2. Nominations should follow the format of the attached nomination form and include a support letter or statement of nomination, current resume, and any other supporting materials.
3. Up to three outstanding alumni will be selected for the academic year to be hosted by the nominating department and the College.
4. Two-day visits to campus will be scheduled in the spring.

# Selection Committee

1. Selection will be made by a committee of the Dean, Associate Deans, Senior Director of Development and the Director of Alumni Relations.

# Program Funding

1. Departments are responsible for expenses such as transportation, lodging, and activities to engage the honoree with faculty and students. The Dean’s Office will host a college awards reception and dinner. The Dean’s Office will pay for the reception.

# Responsibilities of the Department

1. Call the honoree within one week of notification to inform him/her of receipt of the award and the date of the awards dinner.
2. Inform the Alumni Relations Office that contact was made with the honoree. The Alumni Relations Office will then send an official letter of congratulations from the Dean.
3. Cover the honoree’s expenses for transportation, lodging, and activities to engage the honoree with faculty and students. Covering expenses for the spouse and/or other guests is at the discretion of the department.
4. Coordinate the travel and lodging arrangements with the honoree.
5. Develop the itinerary for the campus visit with faculty, staff, students, etc., and send to the honoree at least six weeks prior to the visit.
6. Organize and publicize any seminars the honoree will hold while on campus.
7. Send the itinerary to the Alumni Relations Office six weeks prior to the visit. The Alumni Office will send itineraries of all honorees to the Dean.
8. Participate as a department in the Dean’s college awards reception and dinner.
9. Provide transportation and escort the honoree to various activities on campus.
10. Provide the Alumni Office with an invitation list for the Dean’s college awards reception and dinner two months prior to the event. The invitation list should include the invitee, name of spouse, and mailing address (campus address if applicable). Invitation lists should include those most connected with the honoree and may include former faculty, current faculty, staff, colleagues, former classmates, graduate students and undergraduate students.

# Responsibilities of the Alumni Office

1. Set the date for the Dean’s dinner.
2. Coordinate the selection process and notify the departments of the outcome.
3. Send a letter of congratulations from the Dean.
4. Coordinate the writing, approval and distribution of a press release with the College Communications and Marketing Office.
5. Gather invitation lists for the Dean’s dinner from departments and honorees. Send invitations six weeks prior to the event.
6. Coordinate the Dean’s awards reception and dinner.
   * Reserve the event space and select the menu
   * Order a large lion with engraved plate for each honoree
   * Create an award certificate for each honoree
   * Provide a photographer for the dinner and share photos with departments and honorees after the event

**2025 Award Timeline**

Nominations Due:

Monday, November 11, 2024

Department Notification:

Tuesday, December 3, 2024

Award Reception and Dinner:

Thursday, April 10, 2025

# Nomination Submission

# Kelly Praskovich, Associate Director of Alumni Relations

# Penn State College of Ag Science

# Development and Alumni Relations Office

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