AWARDS COMMITTEE GUIDELINES

Functions and Responsibilities of the Committee

The committee:
· establishes criteria and generates nominations for the Alumni Medal, Distinguished Achievement Award, Distinguished Service Award, Alumni Appreciation Award, Outstanding Young Alumni Award, and any other awards approved by the Alumni Association;
· meets in the fall to review nominations for these awards;
· selects the recipients and an alternate for each award;
· endorses Volunteer-of-the-Year awards;
· meets in March, if necessary, to discuss other issues;
· reports to the Alumni Council at its fall meeting.

The Awards Committee meets in the fall during Alumni Council weekend and during the spring meeting of the Executive Board, if needed. The committee consists of a chair and up to nine members who serve staggered three-year terms. A chair is elected by the Alumni Council in accordance with established Alumni Association procedures, and reports the activities of the committee to the Executive Board and the Alumni Council on a regular basis.

As part of the agreement to serve on the Alumni Council, all committee members shall be required to make a financial contribution to the College annually to ensure 100% participation. Failure to make such an annual contribution shall be considered grounds for removal from the Council.

Guidelines Governing the Selection of Recipient(s) of the ALUMNI MEDAL

A candidate for recipient of the Alumni Medal:
· must have given outstanding and sustained service to Oberlin College;
· may or may not be an Oberlin alumnus/a;
· may or may not have been employed by Oberlin College (for someone who has been an employee, the medal recognizes service above and beyond his/her professional duties);
· must not be a current Oberlin College employee, Honorary Degree recipient, Board of Trustees member, Alumni Council's Executive Board or Awards Committee member, but may be one who is retiring;
· must be able to come to campus during the Commencement/Reunion weekend at which time the Alumni Association president will present the award during the Commencement ceremony.

Normally one medal will be presented in a year. The chair of the committee will contact the potential awardee, and the alternate will be contacted if the awardee is unable to attend. A second medal may also be awarded posthumously.

The committee will solicit written nominations from alumni, with supporting information to include:
· significant activities in service to Oberlin College;
The Alumni Office will provide the committee with College records on each nominee and will fund the award, covering the recipient’s travel, housing, and meal expenses. A medal engraved with the award citation and the awardee’s name and date of presentation is given.

Guidelines Governing the Selection of Recipient(s) of the DISTINGUISHED ACHIEVEMENT AWARD

A candidate for recipient of the Distinguished Achievement Award:
- must have demonstrated in his/her life outstanding contributions and achievements that reflect Oberlin’s values in a career field;
- must be an Oberlin alumnus/a;
- may or may not have been employed by Oberlin College (for someone who has been an employee, the award recognizes activities above and beyond his/her professional duties);
- must not be a current Oberlin College employee, Honorary Degree recipient, Board of Trustees member, Alumni Council's Executive Board or Awards Committee member, but may be one who is retiring;
- must be able to come to campus during the academic year and participate in on-campus activities at which time the award will be presented.

Normally one award will be presented in a year. The chair of the committee will contact the potential awardee, and the alternate will be contacted if the awardee is unable to attend.

The committee will solicit written nominations from alumni, with supporting information to include:
- significant activities that exemplify Oberlin values;
- observations about significance or impact of these activities on society.

The Alumni Office will provide the committee with College records on each nominee and will fund the award, covering the recipient’s travel, housing, and meal expenses. A plaque engraved with the award citation and the awardee’s name and date of presentation is given.

Guidelines Governing the Selection of Recipient of the DISTINGUISHED SERVICE AWARD

A candidate for recipient of the Distinguished Service Award:
- must have participated in service or volunteer activities that reflect Oberlin’s values by directly improving the quality of life for humanity;
- must be an Oberlin alumnus/a;
- may or may not have been employed by Oberlin College (for someone who has been an employee, the award recognizes activities above and beyond his/her professional duties);
- must not be a current Oberlin College employee, Honorary Degree recipient, Board of Trustees member, Alumni Council's Executive Board or Awards Committee member, but may be one who is retiring;
- must be able to come to campus during the academic year and participate in on-campus activities at which time the award will be presented.
Normally one award will be presented in a year (to either an individual or group). The chair of the committee will contact the potential awardee, and the alternate will be contacted if the awardee is unable to attend.

The committee will solicit written nominations from alumni, with supporting information to include:
- significant service or volunteer activities;
- observations about the significance or impact of these activities.

The Alumni Office will provide the committee with College records on each nominee and will fund the award, covering the recipient’s travel, housing, and meal expenses. A plaque engraved with the award citation and the awardee’s name and date of presentation is given.

**Guidelines Governing the Selection of Recipient(s) of the OUTSTANDING YOUNG ALUMNI AWARD**

A candidate for recipient of the Outstanding Young Alumni Award:
- must be 35 years of age or younger at the time of consideration by the Awards Committee and have distinguished himself or herself in one or more of the following areas: professional career, service to humanity, and service to Oberlin College;
- must be an Oberlin alumnus/a;
- may or may not have been employed by Oberlin College (for someone who has been an employee, the award recognizes activities above and beyond his/her professional duties);
- must not be a current Oberlin College employee, Honorary Degree recipient, Board of Trustees member, Alumni Council's Executive Board or Awards Committee member, but may be one who is retiring;
- must be able to come to campus during the academic year and participate in on-campus activities at which time the award will be presented.

Normally one award will be presented in a year. The chair of the committee will contact the potential awardee, and the alternate will be contacted if the awardee is unable to attend.

The committee will solicit written nominations from alumni, with supporting information to include:
- significant activities or accomplishments that exemplify Oberlin values;
- observations about significance or impact of these activities.

The Alumni Office will provide the committee with College records on each nominee and will fund the award, covering the recipient’s travel, housing, and meal expenses. A plaque engraved with the award citation and the awardee’s name and date of presentation is given.
Criteria for Use in Selecting Recipient(s) of the ALUMNI MEDAL, DISTINGUISHED ACHIEVEMENT AWARD, AND DISTINGUISHED SERVICE AWARD, AND OUTSTANDING YOUNG ALUMNI AWARD

In addition to the guidelines stated above, the committee may use the following criteria in selecting the nominees. Has the nominee:

- contributed in a variety of ways?
- shown creativity or originality in these contributions?
- overcome difficulties in making these contributions?
- contributed over a period of several years?
- contributed with noteworthy impact, inspiration, and coordination?
- contributed so as to affect diverse people in a geographical area?
- contributed so as to affect positively Oberlin College or the Alumni Association?

Anyone nominated who is ranked above the middle but not selected will also be considered during the following two years.

Guidelines Governing the Selection of Recipient(s) of the ALUMNI APPRECIATION AWARD

A candidate for recipient of the Alumni Appreciation Award:

- must have performed exceptional service or made an exceptional contribution to the Oberlin College Alumni Association; or
- must be able to come to campus during the Alumni Council weekend at which time the Alumni Association president will present the award during the opening dinner or other session of the Alumni Council.

One or more awards may be presented in a year (to either an individual or group). The chair of the committee will contact the potential awardee(s), and the alternate(s) will be contacted if the awardee(s) is (are) unable to attend. The Alumni Office will fund the award, covering the recipient’s travel, housing, and meal expenses. A plaque engraved with the award citation and the awardee’s name and date of presentation is given.

Guidelines Governing the Selection of Recipient(s) of the VOLUNTEER-OF-THE-YEAR AWARDS

A candidate for Volunteer-of-the-Year Award must, through the Alumni Association, have given service of great value to Oberlin College during the previous year.

At the opening dinner or other session of the Alumni Council weekend, one award will be presented by the Alumni Association president in each of the following categories: Admissions Coordinator, Class Agent, Class President, and Regional Coordinator. Each awardee will receive an appropriate Oberlin College gift.
Staff from the Admissions, Development, and Alumni Offices will present a list of at least two possible candidates for each of the above awards to the Alumni Office no later than July 1 of each year. The lists of candidates should include the following supporting information for each possible awardee:

- significant activities in service to the Oberlin College Alumni Association;
- observations about significance or impact of these services.

The Alumni Office will contact the potential awardees in the order presented to assure that an awardee in each category will be in attendance at the Alumni Council weekend. The Alumni Office will provide the names of the awardees to the Awards Committee prior to the presentation of the awards.

Approved 9/86
Awards Committee
Executive Board