

## Alumni Fellows Recognition Program

### Responsibilities and Expectations

Updated 2024

The goal of the Alumni Fellows program is to reconnect distinguished alumni to Oregon State University to share their experiences and wisdom with alumni and current students, as well as build stronger ties with faculty and their alma mater. The OSU Alumni Association looks forward to working closely with each college to make this a memorable and meaningful experience for their honoree.

The following outlines the key expectations and responsibilities of OSUAA and each college hosting an Alumni Fellow.

#### OSU COLLEGES AND DEPARTMENTS:

- 1. Alumni Fellow Nominations:** Each college is welcome to nominate a Fellow. If a department/unit on campus would like to nominate an individual, we ask that they let the person's graduating college know about the nomination. The alumni association will choose the top candidates submitted each year to be named as a Fellow – it is not guaranteed that every college will have a Fellow and there may be more than one fellow from a graduating college. All nominations are due Feb. 23, 2024.
- 2. Celebration and recognition:** Each Fellow will be invited and required to attend the Black and Orange Awards Celebration the evening of **Thurs., Sept. 19, 2024**. During the ceremony, we will not only recognize the alumni fellows, but also the recipients of the Dan W. Poling Service Award, Don and Shirley Wirth Young Alumni Award, Jean and C.H. Scram Graham Award, Joan Austin Honorary Alumni Award, Martin Chaves Lifetime Achievement Award and the E.B. Lemon Distinguished Alumni Award. All award nominations are due Feb. 23, 2024, and colleges and units are encouraged to submit nominations for the others awards as well. Information on all our awards programs [can be found here](#).
- 3. Additional events and itinerary development:** Each college is encouraged to engage with their Fellow during the weekend and throughout the year. Some ideas include:
  - Meet one-on-one with the dean and/or faculty members.
  - Attend a student-led campus tour.
  - Invite the honoree to attend a class or lecture.
  - Interview the Fellow for a college newsletter, Zoom presentation or other college materials.
  - Opportunities to socialize with current students and faculty within the college. This could be a breakfast or lunch social, an afternoon reception or other social event.
  - Invite the honoree to deliver a guest lecture/seminar (or performance such as small concert) with promotional messaging noting they are an Alumni Fellow.

*The above list includes activities that have been implemented by colleges in the past. Each college is encouraged to maximize the opportunity to engage with their Fellow and to coordinate strategic connections for the mutual benefit of the college and their Fellow.*
- 4. Promoting and attending celebrations:** The nominating colleges are asked to attend and co-promote the Black and Orange Awards Celebration. The OSU Alumni Association will provide marketing materials to aid in event promotion. The college is also encouraged to invite key faculty, development officers and/or students/alumni to join them at the celebration and any other events with their fellow.
- 5. Expenses:** Each nominating college/unit must help cover the hotel costs for their fellow and we ask that they contribute items for the fellow's gift basket that are related to OSU and/or the college. Gift baskets will be given to them prior to the Black and Orange Awards Celebration.

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6. **Logistics, communication and coordination with the OSUAA:** We ask that each college designate a point of contact to work closely with the OSUAA on:
  - a. OSUAA will share an event toolkit to the nominating bodies to aid in their promotion of the celebrations. We ask that they also help to promote and attend all events associated with their fellow.
  - b. The nomination college/unit will provide gift basket items and share in hotel expenses.
  - c. Keep the OSU Alumni Association up to date on any additional college-planned and coordinated events and meetings related to the Alumni Fellow.

### OSU ALUMNI ASSOCIATION:

1. **Event production, promotion and expenses:** the OSUAA will cover the planning and expenses related to the following:
  - Plan and produce the Black and Orange Awards Celebration where we will honor all fellows and recipients of the awards named above.
  - Announcing the award recipients via social media and the Oregon Stater.
  - A celebratory gift to be given to each Fellow in recognition of the achievement of being named a fellow.
  - Assist with covering hotel expenses.
  - Contribute items for each Fellow's gift basket and cover the associated shipping costs.
2. **Logistics, communication and itinerary coordination:**
  - Serve as the point of contact for the Fellow on all points related to the podcasts and presentation.
  - Work closely with the nominating college's designee on itinerary development and ideas for engagement activities with each Fellow.