



Awards and Recognition Program Nomination Packet for Alumni Chapters and Clubs

Annual Reporting and Mandatory Requirements for UA Alumni Chapters and Clubs *and*
Special Award Categories offered for 2007 – 2008.

Judging Period is July 1, 2007 – June 30, 2008

(Alumni Chapters and Clubs are only eligible to receive either the Award of Excellence or the Red and Blue Award. Groups which have submitted documentation for the Red and Blue Award, but which have not met those requirements, shall be automatically considered for the Award of Excellence.)

The following five provisions are MANDATORY REQUIREMENTS for all Chapters and Clubs. Completion of the remaining provisions will qualify the club for an *award*.

- Have on file with the University of Arizona Alumni Association up-to-date bylaws, including amendments, if any, by February 15, 2008 **MANDATORY**
- Submit guests names/addresses/emails for all events to the University of Arizona Alumni Association within two weeks of the event unless it was not possible to obtain all this information, in which case the club shall at least inform its staff liaison of the number of guests in attendance **MANDATORY**
- Submit an annual report (UA Alumni Association staff to provide suggested format) – which includes the Board Roster – by November 15, 2007 **MANDATORY**
- Comply with the Financial Policies and Procedures for Affiliated Groups, including submission of the reporting requirements of the Financial Policies and Procedures, by November 15, 2007 **MANDATORY**
- Comply with the Alumni Association's bylaws, which require that all Board officers be members in good standing of the Association by paying dues **MANDATORY**

The Award of Excellence and the Red and Blue Award is given to all recognized alumni clubs which have distinguished themselves in the following ways:

<i>AWARD OF EXCELLENCE REQUIREMENTS</i>	<i>RED AND BLUE AWARD REQUIREMENTS</i>
Mail at least one direct mailing to its local alumni (entire or core group)	Mail a minimum of one newsletters or fliers to its local alumni (entire or core group)
Hold a minimum of three alumni events for the year	Hold a minimum of four alumni events for the year, with at least one event focused on cultural or community service; and one event which raising scholarship dollars is its primary purpose; and one event in which the focus or the marketing is directed toward young alumni
Hold a minimum of four meetings of the Board of Directors for the year with <i>minutes</i> from the meetings sent to its UA Alumni Association staff liaison within two weeks of the meeting	Hold a minimum of six meetings of the Board of Directors for the year with <i>minutes</i> from the meetings sent to its UA Alumni Association staff liaison within two weeks of the meeting
Have an <i>up-to-date</i> web site at arizonalumni.com	Have an <i>up-to-date</i> web site at arizonalumni.com
Submit at least one picture for the <i>Arizona Alumnus</i> magazine	Submit at least two pictures for the <i>Arizona Alumnus</i> magazine (for different editions)
Board of directors submit at least one nomination for an award (other than alumni club awards)	Board of directors submit at least two nominations for awards (other than alumni club awards)
Award at least \$500 in scholarship monies (matching dollars can be counted)	Award at least \$1000 in scholarship monies (matching dollars can be counted)
Actively work with the staff liaison to promote the Association's membership program	Actively work with the staff liaison to promote the Association's membership program
Send at least two e-mail messages (from the Association's data) to its local alumni (entire or core group)	Send at least two e-mail messages (from the UA Alumni Association's data) to its local alumni (entire or core group)
Utilize a telephone tree, personalized letter, or handwritten note before the event, or as a thank you after the event, to boost attendance for at least one event	Utilize a telephone tree, personalized letter, or handwritten note before the event, or as a thank you after the event, to boost attendance for at least two events
Actively work with the Office of Admissions on student recruitment, with an appointed liaison	Actively work with the Office of Admissions on student recruitment, with an appointed liaison
Form of Award: Citation plus choice of \$200 in UA merchandise to be used at functions or a \$200 contribution to the groups scholarship fund	Form of Award: Certificates and hats for all alumni club board members, plus choice of \$350 in UA merchandise to be used at functions or a \$350 contribution to the groups scholarship fund
Time of award: A special event to be determined between the alumni club and its UA Alumni Association staff liaison	Time of Award: Citation to be awarded at a special event to be determined between the alumni club and its UA Alumni Association staff liaison.
Number of awards: Unlimited	Number of Awards: Unlimited
	Actively work on legislative advocacy (Arizona), with an appointed liaison
	Have a representative from the club attend the Alumni Leaders Conference (if one was held)
	Submit to its University of Arizona Alumni Association staff liaison a "Project Plan for the Year" indicating short and long term goals for the group and events tentatively planned for the entire year or for six months; to be updated as needed (UA Alumni Association staff to provide suggested format) by November 15, 2007
	Have a positive increase in the number of members in the core from the previous year
	Have a positive increase in the number of e-mail addresses on file from the previous year



Nomination Form for Alumni Chapters and Clubs

Please fill out this form and include a description of how the alumni chapter or club has met the requirements listed in the award criteria, item by item.

Mail to: Awards and Recognition Program
Arizona Alumni Association
1111 North Cherry Avenue
Tucson, AZ 85721

I nominate the following Club: _____

For the award of: _____

Club address: _____

Club telephone numbers: Work: _____ Home: _____

Nominated by: _____

Address: _____

Contact Person: _____ Telephone number: _____

Fax number: _____ E-mail address: _____

Preferred date/time of presentation: _____

Occasion: _____

This club deserves this award because (please use additional pages, if needed) _____

The UA Alumni Association reserves the right to suggest alternate awards based on the Club's qualifications.

Upon approval, award recipients are notified via a congratulatory letter from the President of the UA Alumni Association. The group is sent a copy of the letter.