Awards

AS wants to recognize the great achievements of students and staff involved in AS and throughout campus. AS encourages staff and students to nominate deserving students, staff, AS organizations and AS projects for University, OSL and community awards as well as AS awards. To make the nominating process easier, we have created a nomination template including criteria and deadlines for nominations and a sample self-evaluation for nominees.

AS has created two committees to facilitate this process: the AS Awards Committee to determine the winners of the AS awards and the Lorden Committee to determine the recipient of the Lorden Award.

The AS Awards Committee consists of the Associate Director for Special Projects, the Flacks intern, and the following new participants each year: a rotating advisor, a BCC member, a Leg. Council member, a KCSB representative and one student staff member. The Lorden Committee consists of _____. Members may not be nominees; therefore, the committee is formed after the nominations are submitted.

Policies & practices: AS' awards process is based on established standard practice - not on written policy.

What Overall Organizational Goals Does This Process Support?
Specific goals should this process meet?

Measures:
Measure 1: Get 3-5 nominees for broader AS awards including: Student of the Year Staff Member of the Year, BCC of the Year, the Lorden Award, Project of the Year. Up from 1-2 per year currently.

Measure 2: Establish an AS Awards Committee of at least 5 people each Spring Quarter beginning 2011.

Who's Responsible for This Process:
Denise Rinaldi,
Flacks Intern

√   Awards Process Checklist

Quarterly, the Assistant Director for Human Resources and External Communication:

_____1) Reminds staff and students to keep awards in mind (lists awards, criteria and deadlines). If they've worked with folks from other departments they should keep them in mind too.

Week 8 of Winter Quarter, the Assistant Director for Human Resources and External Communication:

_____2) Sends out an email to all AS requesting nominations listing the various UC, AS, all OSL awards and criteria for each award. SEE LIST BELOW. Send out packet/templates re: how to nominate with deadlines for all the awards.

Between week 8 of Winter Quarter and Week 3 of Spring Quarter, the Flacks Intern and the Assistant Director for Human Resources and External Communication:

_____3) Coordinate publicity for awards nominations

Week 10 or finals week of Winter Quarter, the AS staff and/or advisors:

_____4) Meet (staff meeting or separately) to determine AS' University award nominees.

Monday, week 1 of Spring Quarter, Assistant Director for Human Resources and External Communication:

_____**5)** Sends out an email reminder to AS staff for nominations for University awards including a link to the How to Nominate template

By Friday, week 1 of Spring Quarter, AS staff:

_____6) Submit AS staff nominations for University awards to University Awards Committee

_____7) Remind student nominees that a sample self evaluation is on AS' website—encourage students to be thorough and resist urge to be modest.

By Friday, week 1 of Spring Quarter, the Flacks Intern:

_____8) Determines date and location & details of awards banquet

Monday, Week 2 of Spring Quarter, the Assistant Director for Human Resources and External Communication:

_____9) Sends out an email reminder to AS staff for nominations for Lorden and other AS awards including a link to the How to Nominate template

_____10) Asks for volunteers to serve on AS Awards Committee

Monday, Week 3 of Spring Quarter, the Assistant Director for Human Resources and External Communication:

_____11) Sends out an email reminder to all AS email list for nominations for OSL awards including a link to the How to Nominate template

Monday, Week 5 of Spring Quarter, the Assistant Director for Human Resources and External Communication:

_____12) Sends out a FINAL email reminder to AS staff for nominations for AS awards

By Monday, Week 6, Staff and BCCs:

_____13) Submit their nominations for AS awards and the Lorden award.

> Bob Lorden was the 1st Executive Director of AS. He also ran the UCEN. He started an endowment for an outstanding student which we call the Lorden Award.

Friday Week 6, the Assistant Director for Human Resources and External Communication:

_____14) Asks Lorden nominees to submit a self-assessment answering questions about their history in A.S. Reminds student nominees to use the sample self evaluation is on AS' website: be thorough and resist the urge to be modest.

Friday Week 7, nominees:

_____15) Submit a self-assessments

By Week 8, the Assistant Director for Human Resources and External Communication:

_____16) Convenes the Lorden Award Committee to review nominees and choose recipient.

_____17) Convenes the AS Awards Committee to review nominations and determine other AS award recipients.

By Week 8, the Flacks Intern:

_____18) Completes arrangements for the year end banquet.

_____19) Coordinates awards presenters for the year end banquet.

_____20) Arranges for a certificates and recognition at the year end banquet.

By Week 8, the Assistant Director for Human Resources and External Communication:

_____21) Arranges for a plaque and certificate to be made.

_____22) Prepares requisition for check (monetary award).

After receipt of requisition, the Assistant Director of Finance and Budget (or designee):

_____23) Arranges transfer of funds from OSL.

_____24) Prepares check

By TIMING, the WHO:

_____25) Places award recipient announcements in the following:

_____a) Nexus (End of Year issue)

_____b) Bottom Line End-of-Year issue

_____c) PSA on KCSB

_____d) Website banner and/or pop-up; duplicate on Facebook

_____26) For permanent awards: arranges for awards to be displayed prominently in location to be determined.

_____27) Prepares and distributes a press release for the following:

_____a) Lorden Award

_____b) Any special community awards received

_____c) CAB's Organization of the Year for outside non-profit

_____28) Prepares and submits an article regarding the Lorden Award winner for the Alumni Newsletter

By TIMING, the WHO:

_____29) Arrange for Lorden and Johansen awards and any awards received by AS to be displayed (DISPLAY RECOMMENDATIONS FORTHCOMING)

Awards, cont.

AS has an outreach program to encourage nominations and, when AS students and staff are recognized, we celebrate, publicizing those achievements in many ways.

Pre- Awards Publicity consists of
- A GTWO (Get the Word Out) campaign headed by the flacks intern using new oral template and consisting of visits to:
  - Advisors
  - New BCC Chair Council
  - BCC mtgs
  - Exec & Leg Council mtgs
  - Department mtgs and other applicable gatherings
- An KCSB ad campaign to encourage word-of-mouth nominations
- Website and Social Media announcements

Post- Awards Publicity consists of
- Bottom Line
- KCSB
- Nexus
- Facebook
- Website
- Twitter
- Honors List Serve
- Press releases for possible news stories

Other Publicity/Recognition
- AS to use press release process for community and UC-wide awards received.
- AS to recognize, celebrate and publicize important anniversaries (see box)

AS awards presence on the AS website and social media:
Website:
- An awards list w/deadlines & processes, some description, links to template, forms, U & OSL awards & sample student eval
- Announcements of AS award winners (with possible link their names…what are they doing now) These would ideally go on the Home Page

Social Media:
- Reminders to nominate as deadlines approach with link the AS' website info
- Announcements of AS awards winners
- awards

ANNUAL AWARDS			
Award Name	**Awarded By**	**Criteria**	**Nomination Deadline**
Getman Award	University		End of 1st week of Spring Quarter?
William J Villa Lifetime Achievement Award	University		
Presidential Award			
David Titus Award (Organization of the Year)	CAB	Outside AS-non-profit	
Chair of the Year	OSL		
Lorden Award	AS Nominating Committee	My notes say "Non-AS student" is that a criterion for nominees, committee, both or an erroneous note?	2nd week May
Johansen	AS		2nd week May
BCC of the Year	AS		2nd week May
Student of the Year	AS		
Staff Member of the Year	AS		2nd week May
Project of the Year	AS		
Member of the Year	AS	Every BCC or just Finance Bd?	
Organization of the Year for outside non-profit	CAB		
	USSA		