



College of Forestry ~ Office of the Dean  
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**Administrative Memo #212**  
**College of Forestry Outstanding Alumni Award:**  
**Process and Responsibilities**  
Revised June 2, 2015

**Background/Purpose:**

The College of Forestry Outstanding Alumni Award was established to recognize College of Forestry alumni who have made outstanding contributions to the profession and/or programs of the College and to foster closer relationships between award winners and students, faculty, staff, and other alumni.

**General Process:**

1. Department Heads call for outstanding alumni award nomination – Beginning Spring Term.
2. The selection criteria and nomination process can be found at:  
<http://deansoffice.forestry.oregonstate.edu/outstanding-alumni-award-description>
3. Department Heads select their awardees (one awardee per department). Department Heads communicate to the Dean's Office the names of their Outstanding Alumni Award recipient and contact person from their department who will be responsible for coordinating their award recipient's visit – Due by June 15.
4. Dean sends formal congratulatory letter to the recipients with brief details for their visit.
5. Departments coordinate the award recipients' visit.
6. The College Event Specialist coordinates the Alumni Award Ceremony - date and schedule of college recognition TBA.

**Specific Responsibilities**

**Dean's Office**

- The Dean's Office will schedule the call for Outstanding Alumni Award as an FEC agenda item early in spring for a reminder. (Nomination deadline June 15)
- The Dean will send an official letter to congratulate the award recipients. The letter will include primary contact information of the department staff that will coordinate

arrangements for their visit, explanation of activities surrounding their visit, and the date of the ceremony.

- The College of Forestry offers to cover the recipients' travel expenses and lodging if needed. The Dean's Office will provide an index number.
- The College Event Specialist in the Dean's Office is responsible for coordinating the Award Ceremony and for sending special invitation to the award recipients. The Dean's Office will arrange for award plaques and for a professional photographer to take photos of the recipients with their plaques after the awards ceremony concludes and will provide the electronic files of photographs and the script from the awards ceremony to the Forestry Communications Group (FCG) and the Dean's Office.

### **Department**

On June 15 each department head will be responsible for communicating the names of their Outstanding Alumnus Award recipient and contact person who will be responsible for coordinating their award recipient's visit to the College Event Specialist.

Each department will be responsible for:

- All contact subsequent to the Dean's official letter and the invitation to the Awards Ceremony. (TBD)
- Travel arrangements

Host the award recipient's visit by creating a schedule of appropriate meetings, events, and tours within the department and publicizing these events to and throughout the College and larger community.

In addition, each department will provide the Event Specialist in the Dean's Office with the following at least six weeks in advance of the awards ceremony (scheduled for Sept-October):

- A brief description explaining why the individual has been chosen to receive the award;
- The recipient's biography suitable for use in the script prepared for the awards ceremony as well as for other CoF publications as appropriate. (We recommend creating a bio specific for this event rather than providing the individual's "canned bio" available from their employer or institution, 250 words, max.);
- Text for the award plaque,
- A professional head and shoulders photo of the award recipient for event marketing purpose;
- The award recipient's guest(s) names, if any.

**Forestry Communications Group**

The FCG will prepare a story/press release for submission to OSU News & Communications, editor of Oregon Stater with the objective that it will be distributed to news media outlets around the state, and recipient's home news media. The story will also be featured in CoF Today, CoF web page, and used later to publicize the award recipients in the next edition of Focus on Forestry. The FCG will use the materials to create the College of Forestry Outstanding Alumni Award plaque to display on the College's Tree of Fame wall.

All documents and photographs related to the Outstanding Alumni Award will be saved at T:\Groups\Admin and will be accessible to the Student Services Office, the Dean's Office, FCG, and the three departments.

**Approval:**



06/08/15

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Thomas Maness, Cheryl Ramberg-Ford and Allyn C. Ford Dean

Date