

# Alumni Club Awards Criteria

## Individual Contribution Award:

This award honors individual volunteers who provide exemplary service to an Ohio Northern Alumni Club in that year.

Criteria for this award:

- Represents Ohio Northern University as alumni ambassadors at events with integrity, dedication and loyalty
- Understands the mission and importance of Alumni Clubs and their role within the University
- Proactively plans events and follows through to ensure all aspects for the events are completed and event is a success
- Communicates and works closely with the club coordinator on all events
- Reasonably and realistically prices events so that both alumni are able to attend and the event does not adversely affect the club budget
- Attends and actively works at the events
- Attends board meetings and shares club responsibilities with the board members
- Brings forth new ideas for events with varied locations and topics
- Respects and takes into consideration the following: the opinions of all board members, the needs of the alumni in the area, and the needs of the university

## Club Recognition Award:

This award honors Alumni Clubs that have exceptional organization, events, or programming and enhances alumni engagement in their local area.

Criteria for this award:

- Meets all minimum expectations for Alumni Clubs as outlined in the Alumni Club Handbook.
- Holds more than the minimum number of events
- Adds new initiatives as suggested by club coordinator when possible (For example: Service Events, Student Send Offs)
- Uses social media to promote events and keep alumni in the area informed of club activities.
- Holds consistent board meetings (in person, conference calls, email consensus decisions)
- Strong board with leadership skills who actively participate on a regular basis
- High percentage of attendance at events

### **Certificate of Appreciation:**

This certificate recognizes loyal and dedicated alumni who serve on the alumni club boards and serves as a thank you to active club volunteers.

Criteria for this certificate:

- Active board member
- Attends board meetings (in person or via phone)
- Assists in planning of events
- Attends and works events
- Actively responds to group correspondence, and shares club responsibilities

### **Club Certificate of Improvement:**

This certificate recognizes Alumni Clubs with improvement in organization, events and attendance from the previous year.

Criteria for this certificate:

- Meet minimum expectations for Alumni Clubs as stated in the Alumni Club Handbook (page 7)
  - By-laws filed and approved by the Club Coordinator/Office of Alumni Affairs
  - Minimum of 3 Board members
  - Hold a minimum of 2 events/ annually
  - File an Annual Report and Annual Plan of Events with the Office of Alumni Affairs
  - Consistent Contact with the Coordinator of Alumni Clubs
  - Mailings approved by the Coordinator of Alumni Clubs
  - Fiscally responsible (club budget breaks even or under budget)
- Improve from previous year in at least one category
  - Number of events
  - Percentage of attendance at events
  - Hold more board meetings and/or increase attendance at board meetings
  - Add social media or increase use of social media
  - Increase number of volunteers
  - Add service event
  - Add a student send-off event