

**ALUMNI AWARDS FOR OUTREACH EXCELLENCE**  
*Alumni Award for Outreach Excellence (Individual Achievement)*  
*Alumni Award for Outreach Excellence (Team Achievement)*

**Description of Award:**

These awards, sponsored by the Alumni Association, recognize sustained outstanding contributions by university employees who take leadership in the development of strategic partnerships that promote Virginia Tech’s standing as an “engaged institution.” As defined by the Engagement Scholarship Consortium, an engaged institution is:

*One that strives to generate, exchange, and apply mutually beneficial and socially useful knowledge and practice developed through active partnerships between the academy and the community.*

These awards recognize the importance of reciprocal relationships that enhance the economic and social well-being of individuals, families, businesses, and communities around the commonwealth, the nation, and the world, and enrich and strengthen the university’s discovery, learning, and engagement missions.

**Criteria:**

The selection committee seeks evidence of:

1. Active partnership with and participation by the community
2. Creative and innovative programs
3. Programs that meet a specific community need
4. Sustained programs (preferably over a period of several years)

The description of the work should highlight its focus, including how it is planned and implemented to deliver coherent content in response to the needs and interest of the target audience.

**Nature of Award:**

The Commission on Outreach and International Affairs, with the support of the Virginia Tech Alumni Association, sponsors an annual awards program entitled “Alumni Awards for Outreach Excellence” including two awards—one for individual accomplishments and one for team accomplishments. The Commission also sponsors an award for each of the eight colleges (for individuals or teams).

Recipients of the Alumni Awards receive \$2,000, a plaque, and are automatically inducted into the Academy of Outreach Excellence. All monetary awards are dispersed via the payroll system (as applicable) and taxed at required tax rates. Members of a team receive an equal portion of the \$2,000. *Detailed information may be found at <https://www.outreach.vt.edu/about/awards-recognition.html>.*

## **Eligibility:**

1. For the Individual Award, applicants must be current instructional/research faculty of Virginia Tech for a period of at least three (3) years, and not retired, on the day of the application deadline.
2. For the Team Award, the team leader must be instructional/research faculty of Virginia Tech for a period of at least three (3) years, and not retired, on the day of the application deadline.
3. Preference will be given to sustained outreach and engagement over a period of at least three years, although in exceptional cases, the award may be given for a single piece of outstanding work without regard to time.
4. Applicants who have received their respective college's outreach and engagement award may apply, though receiving their college's award is not a prerequisite to be considered for this award.
5. Prior applicants are eligible to re-apply with an updated cover letter and other application materials.

## **Application Requirements and Process:**

The application package is to be submitted by the applicant(s) must include the following (12 pages maximum):

1. Application Form:  
[https://www.outreach.vt.edu/content/dam/outreach\\_vt\\_edu/documents/awards/outreach/applicationform.pdf](https://www.outreach.vt.edu/content/dam/outreach_vt_edu/documents/awards/outreach/applicationform.pdf)
2. Cover letter (not to exceed four pages): The letter should highlight the contributions to outreach and engagement by the applicant(s), including a description of the effort and how it meets the selection criteria. Please be sure to include:
  - a) **Individual Award:** Applicant Name and Position/title within the university (must be instructional/research faculty)  
**Team Award:** Applicant Names and Position/titles (identify team leader; team leader must be instructional/research faculty)
  - b) Description of work completed and why it merits recognition  
Suggested points that may be covered:
    - o Description of the outreach and engagement program and activities
    - o How the program responds to the current needs and interests of people
    - o Highlights of the subject matter expertise of the applicant(s)
    - o Communication methods utilized in the program
    - o Evidence of outreach and engagement leadership by the applicant(s)
    - o Professional/scholarly activities by the applicant(s)
3. Citation statement for the award announcement (limit of 100 words).
4. Two letters of support from constituents served by the applicant's or applicants' outreach and engagement activities (not to exceed one page each).
5. If desired, additional documentation referenced in the cover letter to support the application (not to exceed four pages).

**Application packages** must be submitted by **4 p.m. January 31, 2024** either as a **single** PDF document to [rhodesk@vt.edu](mailto:rhodesk@vt.edu); or hard copy to:

Outreach Excellence Awards Selection Committee  
Kimberly Rhodes  
Campus Mail (0265)  
Gateway Center  
902 Prices Fork Road; Suite 120  
Blacksburg, VA 24061