

TO: Deans, Department Heads, and University Center Directors

FROM: Francisco Carvallo, Vice Chair, Commission on Outreach and International Affairs
(Contact: Kim Rhodes, rhodesk@vt.edu)

DATE: November 1, 2023

RE: Alumni Awards for Outreach Excellence: Individual Achievement & Team Achievement

Applications are invited for the university-wide Alumni Awards for Outreach Excellence (Individual and Team Achievement). The alumni awards are funded through the Alumni Association and these two (2) awards are managed and administered by the Commission on Outreach and International Affairs. Please share this information with your faculty and staff and encourage them to work with instructional/research faculty worthy of this award to prepare an application package.

The deadline for submission of **application packages** for the Alumni Awards for Outreach Excellence is **4 p.m. Wednesday, January 31, 2024**. Information outlining the application process as well as previous winners can be found at the links below.

The recipient of the Alumni Award for Outreach Excellence, Individual Achievement, will receive a monetary award of \$2,000 and a plaque, and those recognized for Team Achievement will share \$2,000 and a plaque. Please refer to the Employee Awards and Recognition Programs Policy 4335, Section 3.4, regarding taxation of awards.

The Alumni Awards are typically conferred during the Faculty Awards ceremony.

College awards for outreach and engagement (now in their 20th year) are solicited and evaluated by individual colleges. Individual colleges determine the deadlines for their awards and when the recognition is to occur. Recipients of the college-level awards receive a \$500 award and a plaque at their college award ceremony.

Application forms and criteria can be found:
<https://www.outreach.vt.edu/about/awards-recognition.html>

Past award recipients can be found:
<https://www.outreach.vt.edu/about/awards-recognition.html>

Information on other Faculty and Staff Awards can be found:
http://provost.vt.edu/faculty_affairs/faculty_recognition/faculty_awards.html

On behalf of the Commission on Outreach and International Affairs, we thank you for your time and effort in promoting these awards.