

Town and Gown of USC

Nominations for Volunteer Recognition Awards Policy

POLICY

Town and Gown of USC may nominate a member who meets all the qualifying criteria for one of the Volunteer Recognition Awards (VRA) given by the USC Alumni Association (USCAA). Self-nominations are not accepted. The Governance Chair directs the nomination process through the Governance Committee which selects the candidate and submits the nomination, with Board approval, for the selected award to the President of USCAA Board of Governors.

A member may only receive a Widney Alumni House Volunteer Award or President's Award one time. Members who have received the Widney Award may be nominated for the President's Award but not vice versa. A Widney Award recipient may be nominated for the President's award after a period of five years. A member who is a past recipient of an award at the annual spring Alumni Awards Gala – Asa V. Call Alumni Achievement Award, the Alumni Merit Award, the Young Alumni Merit Award, and the Alumni Service Award, or the Fred B. Olds Award – is not eligible for the Volunteer Awards.

PROCEDURES

The USCAA notifies Town and Gown of USC in the spring that nominations are due for the Volunteer Recognition Awards. The President receives the notification and ensures that the Governance Chair is informed.

The President requests nominations and qualifying criteria from the Board in March to assist the Governance Committee in selecting the nominee(s).

The Governance Chair reviews all prior award recipients and cross-references this list with USCAA Awards information. Based upon this information and Board nominations, she identifies those women who meet the criteria established for the President's Award or the Widney Alumni House Volunteer Award.

These names are submitted to the Governance Committee for discussion. The Committee, including the President, selects the candidate and confirms the qualifying information needed to submit the nomination for approval at the March Board Meeting.

The Governance Chair, or designee, writes the nomination on the USCAA online format and submits prior to the due date. The nomination may be shared with the nominee with the explanation that she may or may not receive the award as it is a competitive process.

The Governance Committee may also choose to submit a nomination for one or more of the other awards that recognize individuals both inside and outside of Town and Gown of USC.

The USCAA notifies the President of the decision regarding the nomination. She advises the Governance Chair on this decision.

The President notifies the nominee regarding the outcome. Regardless of the status of the award, the individual member is celebrated by Town and Gown of USC for her contributions.

If the nominee is designated to receive an award, she is invited to attend the Volunteer Recognition Awards Dinner in September as a guest of the USCAA. It is customary for the Town and Gown of USC President to arrange a table of Town and Gown of USC members to participate as no-host guests of the honoree.

VRA QUALIFYING CRITERIA

Town and Gown of USC applies qualifying criteria to guide the member nominations. The Governance Committee selects the final candidate for nomination and submits, after Board approval, to the USCAA website.

USC Alumni Association President's Award:

- Membership in Town and Gown of USC a minimum of 8 years
- Outstanding leadership contributions over the course of several years:
 - ✓ Town & Gown of USC Committee Chair, elected or appointed Board Positions
 - ✓ Ethical, constructive communication and relationship building

- ✓ Record of exceptional volunteer roles that positively impacted Town and Gown of USC's success
- Demonstrated service, loyalty, dedication & contribution to the Trojan Family:
 - ✓ Leadership and engagement in other USC groups with active roles in signature events of the university
 - ✓ Proactive Board membership in USC alumni, parent, school or other programs
 - ✓ Significant personal gifts of time & financial support of university priorities
 - ✓ Advocacy for university initiatives and accomplishments

USC Alumni Association Widney Alumni House Volunteer Award:

- Membership in Town and Gown of USC for 5 years or more
- Active role on Town and Gown of USC Board with noteworthy impact on members and scholars
- Advocacy for Town and Gown of USC through member recruitment/mentoring and fundraising.
- Record of sustained volunteer service to a school or department at USC
 - ✓ Advancement, Academics, Alumni, Parents or Athletic Programs
 - ✓ Participation in committees, projects, funding, etc.
 - ✓ Visible member of the Trojan Family

USC Alumni Volunteer Friend of the Year Award

- According to the USCAA, “The Volunteer Friend of the Year Award is presented to a USC faculty or staff member for his or her work with alumni volunteers, and recognizes outstanding contributions in the development and implementation of USC alumni volunteer programs. The award encourages the effective, efficient and creative use of the university’s best volunteer resource—USC alumni—by university faculty and staff.”
- According to the USCAA, “Eligibility criteria, may include volunteer recruitment, training and recognition, leadership development, communications, marketing and programming. The satisfaction of volunteers impacted by the nominee is also considered. One Volunteer Friend Award is typically presented each year.”

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