

# ALUMNI RECOGNITION PROCEDURES

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FOUNDATION OPERATIONS MANUAL

DECEMBER 2019

UPPER DAUPHIN AREA TROJAN EDUCATIONAL FOUNDATION | 5668 STATE ROUTE 209, LYKENS, PA 17048

## **INTRODUCTION**

One of the early desires of the Trojan Educational Foundation was to recognize and celebrate the lasting achievements of graduates of the Upper Dauphin Area School District. This includes accomplishments made while a student at Upper Dauphin Area and achievements made following graduation. To fulfill that purpose, the Trojan Educational Foundation Board of Directors has developed a set of guidelines that will be used to provide direction for the submission, evaluation and selection of award recipients.

## **SUPERSESION**

These guidelines supersede and replace all prior guidelines, rules and agreements related to alumni awards programs by the Upper Dauphin Area Trojan Educational Foundation (“Foundation”).

## **RECOGNITION PROGRAMS**

The Foundation has established the following programs to honor its alumni. It should be noted that graduates from the predecessor schools of the Upper Dauphin Area School district are eligible for alumni awards.

### **Valedictorian and Salutatorian Recognition**

A permanent recognition display will be established in the high school to recognize the valedictorian and salutatorian from each class. This will serve as an ‘academic hall of fame’ for students who graduated from Upper Dauphin Area and its predecessors. This display may be in electronic format and will also be available online.

### **Trojan Hall of Fame**

The Trojan Hall of Fame will honor participants in activities (varsity athletics, music programs, art programs, etc.) who made significant achievements during their time at Upper Dauphin Area or its predecessors. Recipients could include both individuals and teams. Achievements could include, but are not limited to, state, district and/or league championships, record breaking performances, publishing of materials on a regional, state or national level or recognition by national, state or district governing bodies or associations. Coaches, advisors and other adults who have made significant contributions to the athletics and activities at Upper Dauphin Area are also eligible for the Trojan Hall of Fame.

### **Legacy Award Program**

The Legacy Award Program will honor graduates of Upper Dauphin Area and its predecessors for significant achievements following graduation. This could include, but is not limited to, achievements in the individual’s profession, community, military or government service, or college or professional education, research, athletics or the arts. Upper Dauphin Area alumni who go on to make significant contributions to their high school Alma matter as part of their adult lives (teacher, administrator, board member, etc.) are also eligible for the Legacy Award Program.

## QUALIFICATIONS

In order to be recognized as part of the above recognition programs, a person/team must be nominated and go through a selection process. A person/team must meet minimum qualifications to be eligible for nomination.

### **Valedictorian and Salutatorian Recognition**

Anyone designated through the official process of the Upper Dauphin Area High School or its predecessors as a valedictorian or salutatorian will be automatically recognized within this program.

### **Trojan Hall of Fame**

The person/team being nominated must meet the following minimum criteria:

- Must have graduated from Upper Dauphin Area High School or its predecessors.
- Must have graduated at least 5 years prior to the start of the process for selecting the Hall of Fame Class for that year.
- Must not have a criminal record beyond basic non-felony traffic offenses.
- Must have demonstrable evidence of significant achievements as identified in the program description.

For coaches, advisors, and contributors, the following minimum criteria must be met:

- Must have been retired or out of coaching/advising for 5 years (if being nominated as a coach/advisor).
- Must have contributed to activities for 10 or more years (for those being nominated as a contributor).
- Must not have a criminal record beyond basic non-felony traffic offenses.
- Must have demonstrable evidence of significant achievements as identified in the program description or a period of longevity that is noteworthy against normal standards.

### **Legacy Award Program**

The person being nominated must meet the following minimum criteria:

- Must have graduated from Upper Dauphin Area High School.
- Must have graduated at least 10 years prior to the start of the process for selecting the Legacy Award Class for that year.
- Must not have a criminal record beyond basic non-felony traffic offenses.
- Must have demonstrable evidence of significant achievements as identified in the program description.

## EVALUATION CRITERIA

### Submission and Evaluation Timeline

Nominations for the Trojan Hall of Fame and the Legacy Awards must be submitted by September 1<sup>st</sup> of each year. Recommendations will be made by the Recognition Evaluation Committee at the November meeting of the Foundation Board of Directors.

### Evaluation Committee

The Recognition Evaluation Committee will be comprised of three voting members of the Board of Directors and the Director, Athletics and Administrative Services in a non-voting, advisory capacity. The Board of Directors will appoint the Recognition Evaluation Committee annually prior to September 1<sup>st</sup>. The Recognition Evaluation Committee must be comprised of at least two individuals who are not employees of the school district. The Recognition Evaluation Committee may not include anyone who plans to submit/sponsor a nomination for the upcoming recognition cycle.

### Evaluation Rubric – Trojan Hall of Fame

The following rubric (Table 1) shall be used by the Recognition Evaluation Committee to evaluate each nomination.

Table 1 Evaluation Rubric – Trojan Hall of Fame			
<b>Category: Significance of Contribution</b>			
60 – Only accomplished once or very few times (less than 5) in the history of UDASD.	40 – Accomplished infrequently or once every 10 years in the history of UDASD.	20 – Accomplished fairly frequently or several times within a 5-year period during the history of UDASD.	0 – Accomplished very frequently in the history of UDASD.
<b>Category: Timeframe Since Achievement</b>			
30 – It has been over 30 years since the achievement, or the person contributed for over 30 years.	20 – It has been over 20 years since the achievement, or the person contributed for over 20 years.	10 – It has been over 10 years since the achievement, or the person contributed for over 15 years.	0 – It has been over 5 years since the achievement, or the person contributed for over 10 years.
<b>Category: Character and Legacy</b>			
30 – The people involved have displayed excellent character and judgement since their graduation or during and since their term of contribution.	20 – The people involved have displayed good character and judgement since their graduation or during and since their term of contribution.	10 – The people involved have displayed satisfactory character and judgement since their graduation or during and since their term of contribution.	0 – The people involved have displayed poor character and judgement since their graduation or during and since their term of contribution.
<b>Category: Consistency and Number of Contributions</b>			

		10 – The people involved had multiple notable achievements or contributions over the time that they were in school or contributing to the school.	0 – The people involved had only one notable achievement or contribution over the time that they were in school or contributing to the school.
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**Evaluation Rubric – Legacy Awards**

The following rubric (Table 2) shall be used by the Recognition Evaluation Committee to evaluate each nomination.

Table 2 Evaluation Rubric – Legacy Awards			
<b>Category: Significance of Contribution</b>			
60 – The person had one or more notable contributions to the nation or world.	40 – The person had one or more notable contributions to the State of PA or an entire profession.	20 – The person had one or more notable contributions to the region or a subset of his or her profession.	0 – The person had one or more contributions that were relatively local in nature.
<b>Category: Timeframe Since Graduation</b>			
30 – It has been 40 years or over since the person graduated from UDASD or its predecessors.	20 – It has been over between 30 and 39 years since the person graduated from UDASD or its predecessors.	10 – It has been between 20 and 29 years since the person graduated from UDASD or its predecessors.	0 – It has been between 10 and 19 years since the person graduated from UDASD or its predecessors.
<b>Category: Character and Legacy</b>			
30 – The person has displayed excellent character and judgement since his or her graduation.	20 – The person has displayed good character and judgement since his or her graduation.	10 – The person has displayed satisfactory character and judgement since his or her graduation.	0 – The person has displayed poor character and judgement since his or her graduation.
<b>Category: Consistency and Number of Contributions</b>			
		10 – The person had multiple notable achievements or contributions since graduation from the UDASD or its predecessors.	0 – The person had only one notable achievement or contribution since graduation from UDASD or its predecessors.
<b>Category: Professional Achievement</b>			
60 – The person achieved the pinnacle	40 – The person achieved significant	20 – The person achieved moderate	0 – The person achieved minimal

of his or her profession or significant longevity (>30 Years) in his or her field(s).	recognition, achievement or contributions in his or her profession or moderate longevity (>=20 and < 30) in his or her field(s).	recognition, achievement or contributions in his or her profession or minimal longevity (>=10 and < 20) in his or her field(s).	recognition, achievement or contributions in his or her profession or less than 10 years of longevity in his or her field(s).
<b>Category: Community Achievement</b>			
60 – The person made lasting and noteworthy contributions to the community and/or served the community in volunteer capacity for over 30 years.	40 – The person made significant contributions to the community and/or served the community in a volunteer capacity for between 20 and 29 years.	20 – The person made moderate contributions to the community and/or served the community in a volunteer capacity for between 10 and 19 years.	0 – The personal made minimal contributions to the community and/or served the community in a volunteer capacity for less than 10 years.

**Evaluation Process**

All Recognition Evaluation Committee members will review all nominations and score each one according to the rubric contained in the appropriate Evaluation Rubric section. Based on the scoring of each nomination by Recognition Evaluation Committee members, an average category score and average total score will be calculated across all committee members. The average category score and average total score will be provided to the full Foundation Board of Directors.

**Evaluation Exception**

Anyone who meets the minimum criteria for the Trojan Hall of Fame and the Legacy Awards who is submitted by majority vote of the Upper Dauphin Area School District Board of School Directors will be included in the proposed project list for that year, and will not be subject to the evaluation process herein described.

**RECOGNITION AWARDS**

**Proposed Award List**

At the Foundation Board of Directors’ November meeting, the Recognition Evaluation Committee will provide a list of proposed award selections to the Foundation Board of Directors. The list will be prioritized based on the average total score produced during the evaluation process. Persons meeting the evaluation exception will be placed at the top of the list.

**Final Selections**

The Foundation Board of Directors will vote to accept the proposed award list based on the recommendation of the Recognition Evaluation Committee. There will be a maximum of five members for each class of the Trojan Hall of Fame and the Legacy Awards. However, the

Foundation Board of Directors may decide to include more if ties exist, or if the Foundation Board of Directors deems it appropriate based on the list and extenuating circumstances. The Foundation Board of Directors may not include someone who was not part of the original nomination list, and not if the person's average total score was less than others who were not included.

### **Trojan Hall of Fame and Legacy Awards Announcements**

The award list will be kept confidential until it is announced. The announcements will be made by a member of the Foundation Board of Directors contacting the individual/team members. A press release announcing the award winners within each category will be made after all individuals and/or team members have been notified.

### **Class Recognition**

An awards dinner will be held to recognize the Trojan Hall of Fame Class and Legacy Awards Class for that year during the spring following selection. Exact details of that dinner will be determined by the Banquet Committee and announced as part of the notification process.

The Trojan Hall of Fame Class and Legacy Awards Class will also be recognized at a sporting event held at the Upper Dauphin Area High School. This recognition will occur after the awards banquet.

Each award winner will receive a plaque with their photo/name/description during the banquet and information about the award winners will be displayed in the appropriate location within the Upper Dauphin Area High School. This recognition may be in electronic format and will also be available online.

### **Grandfathering Clause**

Any individual who has been recognized prior to the start of this program by the Upper Dauphin Area School District, and who meets the criteria set forth for the awards identified in this document shall be grandfathered into the program. These individuals will be recognized in the same manner as Trojan Hall of Fame Class and Legacy Award Class members. The 'grandfathered class' will be recognized at the first awards dinner held following the start of the program.