

Alumni Fellows Handbook 2015

IMPORTANT INFORMATION
Please read thoroughly!

*Kansas State University Alumni Association
1720 Alumni Center
Manhattan, KS 66506*

*Sponsored by:
K-State Alumni Association
President's Office
Dean's Council*

IMPORTANT DATES

- ☐ November 17, 2014 - Selection Form Due
- ☐ March 11, 2015 - Hotel Form Due
- ☐ March 25, 2015 - Dean Statement Due
- ☐ April 1, 2015 - Itinerary Due
- ☐ April 8, 2015 - Banquet Form Due
- ☐ April 15-17, 2015 - Fellows on Campus

2015 Awards Week Schedule

Day and time		Schedule
Wednesday, April 15	5:30-6:30 p.m.	Optional day of campus interaction Cocktail Reception – President's Residence
Thursday, April 16	6:30 p.m.	Campus Interaction Awards Banquet K-State Alumni Center Banquet Room
Friday, April 17		Optional day of campus interaction

Introduction

The Alumni Fellows Program is sponsored by the Deans Council, the President's Office and the Alumni Association. It was implemented in 1983 to recognize alumni who have distinguished themselves in their respective careers. The purpose of the program is to bring prominent and outstanding alumni leaders in their respective fields back to campus to share their experiences with students, faculty, and administrators of the colleges. The Alumni Fellows Program is an annual event organized by the K-State Alumni Association.

Selection of Alumni Fellows

The selection of the Alumni Fellow for a college is made by the dean of that college. The college may take nominations from faculty, rotate the award between departments, or make the selection from within the dean's office. Each college is allowed one Alumni Fellow per year. (exception: College of Arts and Sciences)

Eligibility

The nominee must be a graduate of Kansas State University. The nominee should have been graduated long enough to have distinguished himself/herself in his/her chosen field. Fellows should be **currently in the workforce** so that they will be able to share current industry information with students and faculty. **Approval from the Alumni Association must be made on retired nominations prior to selection.**

Invitation and Notification

It is up to each college to notify their respective Fellow to make sure the candidate is able to attend and that there are no conflicts with the dates. The Alumni Association will follow the initial contact with more information and a general schedule. Upon completion of the itinerary, the college is responsible for communicating this information to the Fellow.

Correspondence

The college representative will receive copies of all correspondence sent by the Alumni Association.

Itinerary

The period of a Fellow's visit on campus may vary according to travel schedules. **Itineraries need to be finalized and a copy mailed to the Alumni Association by April 1, 2015.**

The Alumni Fellow's participation in the academic life of the college will be determined by the respective dean and his/her faculty.

The itinerary for the Fellows should include the following:

Cocktail Reception – arranged by the Alumni Association
5:30-6:30 p.m., Wednesday, April 15
President's Residence

Awards Banquet – arranged by the Alumni Association
6:30 p.m., Thursday, April 16
Alumni Center Banquet Room
(Recognition of the Fellows)

Classroom instruction in the college
(Fellow can be a guest speaker in classes and/or present seminars)

Expenses

The Alumni Association will be responsible for the following expenses associated with the Alumni Fellows program:

- Up to three nights lodging per Fellow, at the Holiday Inn at the Campus reserved by the Alumni Association (exception: K-State Salina).
- Banner for display at respective college. Banner can be given to the Fellow.
- Expenses related to the cocktail reception.
- The Fellow and spouse's meal for the Awards Banquet.
- Four additional tickets per college for the Awards Banquet - these are to be used by the dean, the college rep, family members, etc. All guests need to be on the banquet form.
- A framed poster and award given to the Fellow at the banquet.
- Fellows Brochures (20 per college)
- Fellows Posters (10 per college unless otherwise requested)
- Nametags for the Fellows, their spouses and college participants.

All other expenses will be at the discretion of the college. This includes meals, entertainment, additional hotel nights, additional tickets to the Awards Banquet, transportation, parking, etc.

Transportation in Manhattan and/or parking on campus is the college's responsibility. Transportation to and from Manhattan is at the college's discretion. Colleges may offer to pay for and make travel arrangements for their Fellow if they wish. The Alumni Association does not pay for or provide any transportation.

Responsibilities of the College Representative

- 1) Make initial contact with the potential recipient, explain the program, and confirm dates.
- 2) Provide travel and hotel information to the Fellow in a timely manner.
- 3) Coordinate itinerary of the Fellow (in cooperation with the dean) and provide itinerary to the Fellow and the Alumni Association.
- 4) Arrange travel and parking for the Fellow. This includes around Manhattan and on campus.
- 5) Ensure that the Fellow's banner is hung during Fellows Week.
- 6) Submit forms and information by requested deadlines (listed on first page).
- 7) Distribute posters and brochures within college and/or department.

Responsibilities of the Alumni Association:

- 1) Provide a list of Fellows to president and provost of the university.
- 2) Correspond with Fellows to request photograph and biographical information.
- 3) Make hotel reservations for the Fellows and provide three nights' lodging. Provide hotel reservation information to the Fellow.
- 4) Make arrangements for reception and banquet. The Alumni Association will pay for the Fellow, dean, and spouses to attend the reception, and will pay for banquet tickets for the Fellow, spouse, plus four additional tickets to be used by the college.
- 5) Prepare information for posters, brochures and bio handout from information provided by the Fellows; posters and brochures are then provided to the college.
- 6) News release prepared and sent to media prior to visit.
- 7) Ensure banners are prepared and awards are ordered.
- 8) Provide nametags for the Fellows, spouses and all college/campus participants at the banquet.

Contacts at the Alumni Association

Andrea Bryant Gladin, director of alumni programs 532-5058
Tamie Redding, programs coordinator 532-5070

Program Coordination

Each dean (or a designated faculty member) will serve as the college representative to the Alumni Association for this program.

The college representative will be responsible for the itinerary for the Fellow and coordination of the college's involvement in the program. The college representative will share the itinerary with the Fellow and forward a copy to the Alumni Association.

The director of alumni programs and programs coordinator will coordinate the Alumni Association's involvement in the program.

Publicity

In order to coordinate publicity, we ask that colleges please refrain from sending news releases prior to the Fellow's arrival. The Alumni Association's communications department will release information on all Fellows simultaneously.

Banners

A 3' x 9' banner will be provided to each college with the name of the Fellow on it. These banners are to be used outside buildings to welcome the Fellows. The college representative is responsible for seeing that the banner is hung prior to the Fellow's arrival. Please let us know if you need a different size to accommodate your building. Once your events are over, the Fellow is welcome to keep the banner or the college may dispose of it.

Brochures

Twenty brochures will be provided to each college. Brochures will also be distributed at the banquet. The brochures feature information about each of the Fellows and a listing of the past recipients. The information included in the brochure is proofed by the Fellow before printing. The Alumni Association will gather the information and work directly with the Fellow on approving the final copy.