



Alumni Association



DISTINGUISHED ALUMNI AND
MEDALLION SERVICE AWARDS
SELECTION COMMITTEE
REFERENCE GUIDE

UWAA
Distinguished Alumni and Medallion Service Awards
Selection Committee Reference Guide

Background and History:

The Distinguished Alumni Award began as a Homecoming tradition in 1953 and the Medallion Service Award followed in 1968. These awards represent two of the highest honors bestowed upon our alumni at the University. The Alumni Association partners with the Office of the President and the UW Foundation to coordinate and carry out this signature recognition event during Homecoming. All previous awardees are listed on the UWAA website.

- Distinguished Alumni Award: The University of Wyoming Alumni Association annually recognizes the university's alumni who are distinguished in their business, profession, or life's work; are persons of integrity, stature, and demonstrated ability; reflect upon and realize the importance of their UW education. Up to three awards are given each Homecoming.
- Medallion Service Award: The University of Wyoming Alumni Association recognizes outstanding service to the university through the Medallion Service Award. Individuals must have given unselfishly of their time, talent, or support to the university, and be a person of integrity and stature. Please note individuals receiving a Medallion Service Award nomination do not have to be UW alumni and the award may not be given every year.

Committee Charge:

The Selection Committee (Committee) is responsible for thoughtfully recommending recipients for each award category, with the possible exception of no award for Medallion Service in any given year.

Committee Design:

- Committee make-up: The Committee is comprised of eleven voting members (one from each of the nine Wyoming Judicial Districts and two out-of-state) with the UWAA Board President, the UWAA Executive Director and a UW Foundation representative serving as ex-officio members. *See appendix A for the list of Wyoming Judicial Districts.*
- Members of the committee are recommended by the UWAA Board Member who serve in the region in collaboration with the UWAA Executive Director. Approval is made by the UWAA Board.
- The term of a member is six years.
- There will be a Chair and Vice-Chair of the Committee. These roles will continue to have and be encouraged to utilize their voting rights for selections of the DA and MSA awardees. The job of the Vice-Chair is only to fill in for the Chair if they are unable to

perform their duty. They will be selected annually at the meeting prior to the Selection meeting held every first Monday in April.

Committee Meeting(s) and Attendance:

- The Committee will meet via Zoom in February of each year to either retain the current Chair/Vice-Chair or to choose new one(s). The February meeting agenda will include any inquiries made to the UWAA regarding the nomination and/or selection process of the DA/MSA awards or the selection committee in general.
- The Committee will meet in-person, on the first Monday of April at the Marian H. Rochelle Gateway in Laramie. This meeting may be via Zoom per Executive Director and Committee consensus based on weather or other unavoidable circumstances.
- A Committee member may only miss one in-person meeting while serving on the committee. A second missed meeting will be viewed as a voluntary resignation.

Nomination Process and Complete Application Includes:

- Online nomination form fully completed.
- Biography, resume or CV must be submitted to uwalumni@uwyo.edu.
- Reference Statements:
 - Maximum of three references. It is highly encouraged that at least one reference statement be from a University of Wyoming representative that details the nominee's connection with UW.
- The UWAA Special Projects employee, designated by the Executive Director, retains the completed nomination applications, and posts the files in a shared folder the first week of March.

Review Process:

- Each Committee member will receive a cover page of nominees.
- Historically, the awards have been kept as non-political as possible.
- The Committee will follow the UWAA "Statement of Neutrality" regarding political connections with Board issues.
- The Committee will continue with the currently published statement on website: "Anyone who is a candidate for public office at the time of selection" will not be considered.
- Evaluation Tool utilization:
 - Use Evaluation Tool to narrow down candidates for consideration.
 - Utilize comment area to easily reference back to reasoning of a particular score.
 - Evaluation Tool will be used as a tool, but each candidate will be discussed, and each committee member has the opportunity to highlight a candidate if they choose to.
 - Committee members own their Evaluation Tool sheets, and they will not be kept

- by the UWAA.
- Committee members are welcome to send their Evaluation Tool sheets to the Special Projects employee for tabulation ahead of the meeting or bring them to the meeting.
- Names of nominees are not listed anywhere, and awardees only know they have been selected when they receive the call from the UW President and the UWAA Executive Director.

Selection Process (In-person meeting at the Gateway):

- The Committee will meet in-person, on the first Monday of April at the Marian H. Rochelle Gateway in Laramie.
- At the beginning of the meeting, all scores will be tabulated by the UWAA Special Projects employee to determine if there is a “natural break” in the scores.
- The committee will discuss the candidates, review the results and reach consensus on three Distinguished Alumni and one alternate and one Medallion Service award recipient per year. The number of each award can vary in any given year.
- There is no requirement for a Medallion Service Recipient to be chosen each year.
- The alternate will only be notified if an awardee defers their acceptance by one year.

Approval and Notification of Awardees:

- The Executive Director presents the selections from the Committee to the full UWAA Board for affirmation at the April board meeting.
- Once approved, the Executive Director informs the UW President’s Office and requests an appointment with the President and the Executive Director to personally call each recipient and notify them of their selection.
- The awardee needs to be present at Homecoming to accept the award.
- The awardee can defer receiving the award for one year if unable to attend Homecoming.
- After reaching each honoree, the UWAA Special Projects employee drafts a congratulations letter and registration packet for the Executive Director to send to the recipients.
- From this point, the UWAA Special Projects employee will act as the awardee liaison and be in regular communication with each recipient to plan their participation, such as monthly Zoom calls with UWAA, guest lists, hotel accommodations, UWyo article, pictures for the awardee video, Icebreaker Zoom the week preceding Homecoming, etc.

UWAA’s enhanced process to cultivate a pool of nominees’ representative of a diverse institution:

- Our goal has been to develop a diverse pool of nominees among colleges, majors, professions, experiences, gender, and ethnicities to reflect the diversity of UW.

- Currently, nominations are sought and encouraged to be submitted as follows:
 - Press Release through UW Communications that is also personally sent to select individuals on campus, the UWAA Board of Directors, and the UW Foundation Board of Directors in January to submit nominations.
 - Advertisement and request (from previous Fall) for submissions in the January UWyo magazine.
 - Executive Director ongoing outreach to nominators who have relationships and knowledge of alumni with distinguished careers.
 - Present to both Directors and UW Foundation on awards, criteria and process for nominations and deadline.
 - Continue to review the nominating process annually to adopt meaningful updates to meet the goal of having a diverse pool of nominees representative of the institution's graduates.

Recognition:

- The DA and MSA recipients are honored at the UW President's Homecoming Dinner at the Marian H. Rochelle Gateway Center on Friday night before the Homecoming football game in the fall. The UW President is the host of the event, and the Executive Director serves as the emcee.
- Selection committee members and one guest are invited to attend.
- Beginning with the 2024 class of awardees, each will receive a “Wyoming Cowboy” statue by Chris Navarro during the dinner.
- The Office of the President coordinates the dinner in consultation with the UWAA Executive Director, Special Events Coordinator and Special Projects employee.

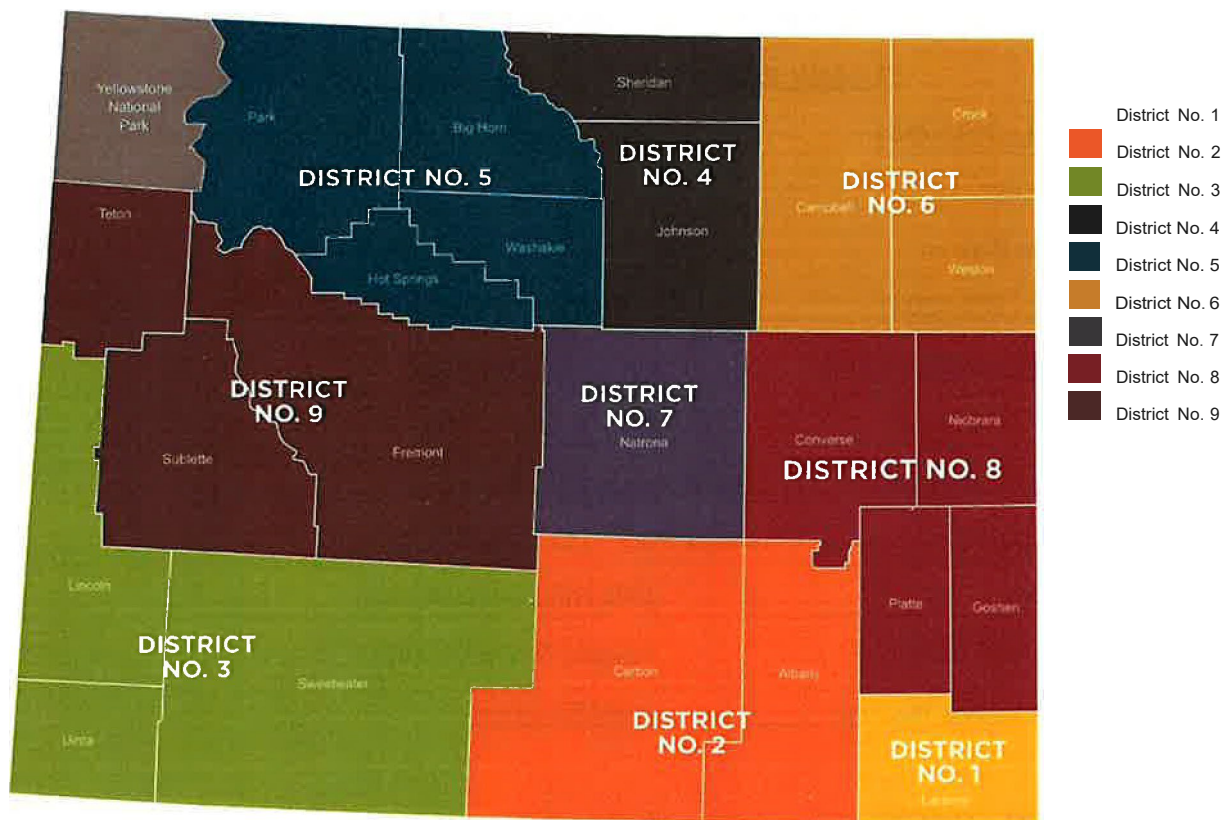
Events typically included in the DA/MSA recognition weekend:

The Executive Director in consultation with the UW Foundation will designate campus hosts to connect with the recipients, to greet them when they arrive on campus and to escort them to all recognition activities as needed.

- Thursday:
 - Evening attendance and recognition at the Tribute to Steamboat event.
- Friday:
 - UW President and Executive Director welcomes the recipients to campus on Friday morning with representation by UW Leadership for a gathering and pinning ceremony (DA and MSA commemorative pins).
 - A college activity of interest to the recipient to engage with faculty, staff and students, coordinated by the Foundation host and the awardees respective college.
 - Prosecco Welcome and pictures with the President and awardee families

- in Legacy Hall at the Marian H. Rochelle Gateway Center
- President's Dinner at the Marian H. Rochelle Gateway Center
- Saturday:
 - Cowboy Coffee on Saturday morning
 - Homecoming Parade
 - Homecoming Football Game
 - Two seats in the UW President's Wildcatter Suite
 - On-field presentation at halftime

Appendix A - Wyoming Judicial Districts





University of Wyoming Distinguished Alumni Award Nomination Form

The University of Wyoming Distinguished Alumni Award is given to an individual who meets the following qualifications:

- **The individual must be distinguished in their business, profession, career or life work.** (The basis for this award is their body of work).
- The individual must be a person of high integrity and stature that UW faculty, staff, students and alumni will take pride in their recognition.
- Must reflect and realize the importance of the education received at UW.
- Must be a person who attended UW.
- Nominee must be living and able to participate in person at the Awards Recognition Ceremony (no posthumous nominations).

Individuals in the following categories are not eligible to receive the award:

- Anyone who is a candidate for public office at the time of selection.
- Any current member of the Selection Committee.
- UW Alumni Association Board of Directors, or UW Board of Trustees.

NOTICE FOR NOMINATION PROCESS:

- Anyone may submit nominations for consideration.
- Nominations are for single recipients only – no couples or groups.
- Nominations are accepted via ONLINE submission only.
- Reference Statements are in place of reference letters and have a number of questions to be answered.
- Reference Statements can only be submitted online. (Limit Reference Statements to three per nomination).
- Reference Statements can be accessed at: <https://www.uwyo.edu/alumni/about-the-uwaa/da-msa/>

Please complete this form by February 28th of each year ONLINE.



University of Wyoming Distinguished Alumni Award Nomination Form

PLEASE ENTER THE FOLLOWING NOMINEE INFORMATION:

1. Required: Nominee Name:
2. Required: How do you know the nominee?
3. Required: How have they shown their realization of the importance of their education at UW?
4. Required: What significant contributions have they made in their business, profession, career or life work? (The basis for this award is the body of their work).
5. Required: What examples of integrity and stature have you seen in the nominee that would allow UW faculty, staff, students, and alumni to take pride in their recognition?
6. Required: What civic or philanthropic activities has the nominee been involved in?
7. Required: What honor(s) has the nominee received?
8. Required: Send a biography, resume or CV to uwalumni@uwyo.edu with the name of the nominee in the subject line. Enter "Done" in the answer box.
9. Optional: Please add any brief comments regarding the nominee.
10. Nominee address:
11. Nominee City:
12. Nominee state:
13. Nominee zip code:
14. Nominee phone:
15. Nominee type of business:
16. Nominee current position and title:

PLEASE ENTER YOUR INFORMATION BELOW:

17. Your full name:
18. Your address:
19. Your city:
20. Your state:
21. Your zip code:
22. Your phone:
23. Your email:

The email confirmation of your submission will come from:

Microsoft Power Apps and Power Automate: microsoft@powerapps.com



University of Wyoming Distinguished Alumni Award Reference Statement

1. Required: Name of Nominee:
2. Required: How do you know the nominee?
3. Required: What significant contributions have they made in their business, profession, career or life work? (The basis for this award is the body of their work).
4. Required: What examples of integrity and stature have you seen in the nominee that would allow UW faculty, staff, students, and alumni to take pride in their recognition?
5. Optional: Please add any brief comments regarding the nominee.

PLEASE ENTER YOUR INFORMATION BELOW:

6. Your name:
7. Your title/organization:
8. Your address:
9. Your city:
10. Your state:
11. Your zip code:
12. Your phone:
13. Your email:

The email confirmation of your submission will come from:

Microsoft Power Apps and Power Automate: microsoft@powerapps.com

Please complete this form by February 28th of each year ONLINE.



University of Wyoming Medallion Service Award Nomination Form

The University of Wyoming Medallion Service Award is given to an individual who meets the following qualifications:

- **The individual must have served unselfishly with their time, talent, or support to the University of Wyoming.** (The basis for this award is service).
- The individual must be a person of such integrity and stature that UW faculty, staff, students and alumni will take pride in their recognition.
- Nominee must be living and able to participate in person at the Awards Recognition Ceremony (no posthumous nominations).

Individuals in the following categories are not eligible to receive the award:

- Anyone who is a candidate for public office at the time of selection.
- Any current member of the Selection Committee.
- UW Alumni Association Board of Directors, or UW Board of Trustees.

NOTICE FOR NOMINATION PROCESS:

- Anyone may submit nominations for consideration.
- Nominations are for single recipients only – no couples or groups.
- Nominations are accepted via ONLINE submission only.
- Reference Statements are in place of reference letters and have a number of questions to be answered.
- Reference Statements can only be submitted online. (Limit Reference Statements to three per nomination).
- Reference Statements can be accessed at: <https://www.uwyo.edu/alumni/about-the-uwaa/da-msa/>

Please complete this form by February 28th of each year ONLINE.



University of Wyoming Distinguished Alumni Award Nomination Form

PLEASE ENTER THE FOLLOWING NOMINEE INFORMATION:

1. Required: Nominee Name:
2. Required: How do you know the nominee?
3. Required: How has the nominee given unselfishly of their time, talent, or support to the University of Wyoming? (The basis for this award is service).
4. Required: What examples of integrity and stature have you seen in the nominee that would allow UW faculty, staff, students, and alumni to take pride in their recognition?
5. Required: What civic or philanthropic activities has the nominee been involved in?
6. Required: What honor(s) has the nominee received?
7. Required: Send a biography, resume or CV to uwalumni@uwyo.edu with the name of the nominee in the subject line. Enter "Done" in the answer box.
8. Optional: Please add any brief comments regarding the nominee.
9. Nominee address:
10. Nominee City:
11. Nominee state:
12. Nominee zip code:
13. Nominee phone:
14. Nominee type of business:
15. Nominee current position and title:

PLEASE ENTER YOUR INFORMATION BELOW:

16. Your full name:
17. Your address:
18. Your city:
19. Your state:
20. Your zip code:
21. Your phone:
22. Your email:

The email confirmation of your submission will come from:

Microsoft Power Apps and Power Automate: microsoft@powerapps.com



University of Wyoming Medallion Service Award Reference Statement

1. Required: Nominee Name:
2. Required: How do you know the nominee?
3. Required: How has the nominee given unselfishly of their time, talent, or support to the University of Wyoming? (The basis for this award is service).
4. Required: What examples of integrity and stature have you seen in the nominee that would allow UW faculty, staff, students, and alumni to take pride in their recognition?
5. Optional: Please add any brief comments regarding the nominee.

PLEASE ENTER YOUR INFORMATION BELOW:

6. Your name:
7. Your title/organization:
8. Your address:
9. Your city:
10. Your state:
11. Your zip code:
12. Your phone:
13. Your email:

The email confirmation of your submission will come from:

Microsoft Power Apps and Power Automate: microsoft@powerapps.com

Please complete this form by February 28th of each year ONLINE.