

UNIVERSITY of NEW HAMPSHIRE

Excellence in Outreach Scholarship

Outreach Scholars Academy

Logistics Outline

Action Item	Contact	Details	Timing
<i>Preliminary Planning</i>			
Ongoing discussions led by the Associate Vice President with other University Administrators - Provost, Deans, etc. to fully explain Academy, goals and objectives		<p>Important to have buy in and begin using a common language from various levels of administration.</p> <p>Ongoing dialogue about how the Academy supports the institutional mission, UNH strategic plan and accreditation focus on engagement through research and scholarship.</p>	
Confirm dates/times of all events	Various campus entities who schedule rooms	<p>Induction Ceremony – large, banquet style room</p> <p>Workshops – spacious, with room for tables (round or set up to facilitate small group discussion)</p> <p>If using video conferencing, schedule room with this capability</p> <p>Team Meetings –</p> <p>Graduation Ceremony - large, banquet style room</p>	3-6 months prior to induction ceremony
Confirm speakers and attendees		Confirm dates of Induction and Graduation Ceremony with University Provost, appropriate Vice Presidents, Deans, Keynote Speaker(s), etc. It is important to have as many University Administrators as possible to attend these events so getting confirmed on calendars early is crucial.	3-6 months prior to induction ceremony
Menu for induction ceremony		Make arrangements with catering. Buffet luncheon - Round tables; double clothed, 6-8 seats per table; table decoration-candle or flowers	2-3 months prior to induction ceremony
Confirm speakers for workshop panel		This includes national speakers, foundation and federal agency personnel and UNH administrators for workshop panels. Confirm coaches—appropriate faculty or administrative leaders	2-3 months prior to the time they will participate in academy

Action Item	Contact	Details	Timing
Travel arrangements & lodging as needed for guests/speakers		Arrange flights, local hotel accommodations, airport shuttles, etc.	2-3 months prior to date they will participate in academy
<i>Nomination Process</i>			
Determine nomination process	See sample nomination packet	Finalize the nomination forms, process and manner in which information will be distributed. Identify selection committee	3-6 months prior to induction
Call for nominations		Deans/Department heads, and alums nominate individuals for Outreach Scholars Academy	3 – 4 months prior to induction
Nominations due to Outreach Scholarship Office			8 -12 weeks prior to induction
Selection committee makes decision		Make sure all committee members get copies of nominations and support materials. Meet face-to-face for an overview of the program and review criteria. Seek diversity in class participants—gender, ethnicity, rank, college affiliation	7 weeks prior to induction
Outreach Scholars are notified of the selection	See sample congratulations letter	Send invitation letter & email; with letter of commitment, pertinent details and expectations of program Cc: Dean and/or nominator	6 weeks prior to induction
Outreach Scholars confirm participation and return Expectations/ Commitment form			6 weeks prior to induction
<i>Induction & Workshop Planning</i>			
Prepare invitation list		Faculty inductees and a guest, President/ Provost, Provost staff, ALL Deans, Dept heads of faculty being inducted, Outreach scholarship faculty and staff, coaches/mentors, University/College foundation staff; previous Academy alumni Names/titles, campus mail addresses, administrative assistant contact information	5 weeks prior to induction
Formal invitations go out for induction ceremony	See sample invitation		4 weeks prior to induction

Action Item	Contact	Details	Timing
Order Portfolios		Order imprinted portfolios (faux leather) as gift to incoming Scholars at induction	4 weeks prior to induction
Calligraphy		Send signing book to calligrapher - have class year, date printed on first page: <i>2006-07 Outreach Scholars December 5, 2006</i> This should be a hard bound, journal-type book – with lined pages. The book is a symbolic record of each faculty member’s commitment to the academy.	3 weeks prior to induction
Arrange for photography		Arrange for professional photographer to be at induction (and graduation) ceremonies to take pictures. Digital head shots of scholars should be taken for use on web page and photos of the event can be used for promotion.	2-3 weeks prior to induction
Prepare notebooks	See notebook outline	<ul style="list-style-type: none"> • Design cover • Order 3 ring binders • Order dividers • Make copies • Organize 	2-3 weeks prior to induction
Flowers/table arrangement		Order table arrangements for induction ceremony	2-3 weeks prior to induction
Follow up with people who don’t respond to RSVP		Make phone calls to those who haven’t responded so that you have an accurate count. Phone calls will increase the number attending by a few as well	2 weeks prior to induction
Seating arrangements		Seating arrangements so that faculty scholars and administrators don’t all sit in groups – but intermingle. Table numbers and assign numbers in back of name tags.	2 weeks prior to induction
Name tags		For inductees, and all other who are attending	2 weeks prior to induction
Confirm numbers for lunch (if applicable) with catering.			1 week prior to induction
Induction ceremony	See information about ceremony – including sample agendas, presentation, speakers, etc.	Make sure room for induction ceremony is set up – with flowers on tables and printed agendas at each place setting. Ask someone to help with registration and be sure all faculty scholars know what they are to do when their name is called.	Day of induction ceremony

Action Item	Contact	Details	Timing
Honorariums for speakers		Obtain needed information to prepare payment.	2 weeks prior to their scheduled workshop.
Re-confirm with speakers for workshop panel and subsequent workshops		Ask for special AV needs, equipment, etc. Request a copy of their slides so they may be printed for participants.	3 weeks prior to date they will participate in academy
Video Conferences		If video conferencing will be used for workshops, make sure IT person has plenty of time to connect with IT person at remote location and to test the connection/sound, etc. WELL before the workshops.	2 months prior to the video conference.
Room Set up Workshops		<ul style="list-style-type: none"> • Use the larger round tables; place in center of room with 4-5 seated around table facing forward to screen (these are smaller tables and fewer seats can fit around) • Table cloths • If food is required – have buffet table • Stage for panelists, small platform provided with skirting if needed • Podium if needed • Lav or portable microphone if needed • Flip charts if needed 	6 weeks prior to workshop
A/V		Reserve person/resources to set up LCD projector, laptop, sound systems, etc.	1 month prior to workshop or video conference
Agenda items and materials for workshops		<ul style="list-style-type: none"> • Print agenda • Print copies of day's presentations and exercises to include in their notebooks 	2 weeks prior to workshop
Coaches meetings with small groups	Coaches initiate See proposal feedback format	<ul style="list-style-type: none"> • Set up breakfast or luncheon meetings for coaches to meet with their small group of faculty • Allow 30 minutes per academy participant (if three faculty are attending, at least 1 ½ hours) • Use project feedback protocol and allow each person to present and get feed back on their proposed project. 	Set up just after the first workshop, so these meetings occur mid way through the academy.
<i>Graduation & Program Wrap Up</i>			
Graduation ceremony facilities		Arrange for banquet room for graduation ceremony – round tables, with hot luncheon and stage with podium	4-6 months prior to graduation

Action Item	Contact	Details	Timing
Graduation speakers, program		Arrange for speakers – ask one faculty scholar to speak (typically a senior faculty member) on behalf of the cohort, welcome by provost or president	3-6 months prior to graduation
Graduation ceremony luncheon		<ul style="list-style-type: none"> ▪ Arrange for graduation luncheon with catering, hot lunch buffet, with dessert and coffee, round tables with double tablecloths ▪ Order flowers or candle centerpieces ▪ Arrange for photography at graduation ceremony 	3-4 months prior to graduation
Graduation invitations	See sample invitation	Send out graduation ceremony invitation to faculty, coaches, department heads, deans and other administrators	4 weeks prior to graduation
Sound and AV for graduation		Arrange for sound and audio visual if needed – soft music in background during lunch	4 weeks prior to graduation
Flowers for graduation		Order long-stemmed roses for graduating faculty	2-3 weeks prior to graduation
Follow up with people who don't respond to RSVP		<ul style="list-style-type: none"> ▪ Call those who haven't confirmed attendance and firm number attending ▪ Confirm agenda with speakers ▪ 	2 weeks prior to graduation
Printing for graduation	See sample graduation certificates	<ul style="list-style-type: none"> ▪ Prepare name tags ▪ Print agendas for tables – one for each place setting ▪ Print graduation certificates 	2 weeks prior to graduation
Graduation ceremony	See information about graduation ceremony	Pick up flowers, check room, organize registration table, put agendas at each place setting, make sure AV is all set	Day of graduation
Outreach Scholars' projects		Send follow up note to remind academy participants to submit their final project.	Within 1 week after graduation
Stipends for participants		Arrange for stipend payment to faculty once they have submitted their final project.	After final project is received
Post academy evaluation	See evaluation information	Send post academy evaluation to participants for completion.	1 week after graduation