

Class of 1968 Give A Rouse Award Committee Manual (Revised 9/24/2024)

The proposal for a Class of 1968 Give a Rouse Award was approved by the Class Committee in July 2020. The Give a Rouse Committee was formed to oversee and administer the Award program. The Committee has adopted the revised policies and procedures set forth below. These policies and procedures are not intended to be immutable, and the Give a Rouse Committee may in its sole discretion adapt these procedures as needed.

PURPOSE

The Class of 1968 Give a Rouse Award is presented annually to Classmates in recognition of distinguished service to one or more communities (local, state, national, international), professions, or organizations, including Dartmouth College and the Class of 1968, and/or other commendable accomplishments.

NOMINATIONS

We are proud of our Classmates who have been honored in a variety of ways by the College. In addition to them, many other Classmates have achieved great things in service to others or otherwise, and the philosophy behind this award is that it is timely and appropriate to identify, recognize, and honor them.

All Classmates are eligible for the award, including those previously honored by the College or Class. The definition of “Classmate” is as broad as possible, including entered late, graduated early, graduated with a later class, or transferred to another college. The Award may be presented posthumously.

NOMINATING TIMELINE

In view of the Committee's decision to hold the Awards ceremony during the Fall Class meeting weekend, the nominations timeline is adjusted as follows.

Nominations may be submitted to the Committee during the period January 1 to June 30. During this period, any Classmate may nominate any other Classmate(s), but self-nominations will not be accepted. A Classmate making a nomination must use the GAR Nomination Form (available on the Class website) to provide the nominee's name, the rationale for the nomination, and other pertinent information for the Committee. Nominations may not exceed 500 words. While nominations should be kept confidential before the Award ceremony, nominators may inform their nominees of their nomination.

Each year, the Committee shall adopt a schedule for processing the nominations it has received that will, among other things, give it ample time before the Awards ceremony to obtain additional information where necessary, to complete its deliberations, to inform the nominees and confirm their acceptance of the Award, to draft, finalize, and frame Award certificates, and to plan the Awards ceremony.

Committee members who make nominations may participate in the deliberations on the nominees they proposed.

If a Committee member is a nominee, he must recuse himself from the deliberations on his nomination.

In cases where we need more information about a nominee whom a Classmate has nominated, a Committee member will be assigned to do the follow-up.

The Committee shall be responsible for selection of recipients of the Award. The Committee, using elastic criteria and giving due regard to the strongly held views of a substantial minority, by consensus may make a determination regarding whether a nominee is deserving of the Award. However, if such consensus does not exist, the Chair may call for a vote. If a vote is called, a minimum of five “yes” votes by the seven-member Committee will be required for a nominee to be selected for the award.

The number of recipients each year will be determined at the discretion of the Committee, depending in part on the size of the nominee pool.

Every nominee will have the option to accept or decline the Award. Nominees who decline will be held in abeyance for reconsideration after an appropriate amount of time has passed.

Nominees not selected in a given year may be reconsidered in subsequent years.

It is the policy of the Committee that the Awards process is confidential and members may not comment publicly on any nominations prior to the announcement of the recipients.

SELECTION OF COMMITTEE MEMBERS

The Committee will have 7 members: the Class Vice President as Chair and six at-large members selected by the Class President and Vice President, subject to the approval of other

Committee members. The Class President may participate as he sees fit. All at-large members serve at the pleasure of the Committee. Should a seat become open, the Class President and Vice President will, subject to the approval of other Committee members, invite a suitable Classmate to fill the seat.

CITATIONS

Written citations will be limited to 250 words. A subcommittee of 2 Committee members will review each draft citation to assure consistency in style and content and freedom from typos or other errors.

Citations and nominations will be loaded on the GAR shared drive on [google.com](https://www.google.com) (or like site).

The size of the certificate before framing will be 12 x 15 inches.

The current vendor for the certificate is the Dartmouth Printing and Mailing Service and for framing is Duke's in Lebanon, NH.

AWARDS CEREMONY

The Committee will present the Awards to the recipients at a Class event during the fall Class meeting weekend. All are encouraged to attend in person. Suitable arrangements will be made to enable Classmates to attend remotely and the Committee will take steps to notify the awardees and others who will participate remotely of the date and time of the ceremony and how to access the proceedings.

The Class President or Committee Chair will introduce the ceremony and welcome recipients and all guests.

Committee members will present each recipient with his certificate and read his citation. The Class President or Committee Chair will close the ceremony.

Recipients will not be invited to make remarks.

The Class Treasury will pay for the meals of a recipient and one guest.

Committee members, award recipients, and nominators are all urged to attend the ceremony in person where feasible. All Classmates are welcome.

FINANCIAL CONSIDERATIONS

An annual summary of expenditures will be submitted by the Class Treasurer for the cost of an Awards dinner, the cost of certificates, the cost for a meal for each recipient plus one guest at the Awards program, the cost of mailing certificates to recipients who cannot attend in person, and any other expenses approved by the Committee. If available, airline miles will be offered to recipients to defray travel costs if needed.

PUBLICIZING TO CLASS AND COLLEGE

All information about the Give a Rouse Award will be shared with Classmates and others via as many methods as possible: the Class website, presidential Eblast, Class Committee meetings, Dartmouth Alumni Magazine class columns, the Transmission, and other available avenues.

MISCELLANEOUS

Each year, within a month's time of the Awards ceremony, the Committee will meet to post-mortem the completed year and comprehensively evaluate the program.

The Committee Chair/Class Vice President will be the designated spokesperson for the Give A Rouse Award, except in a specific situation in which he authorizes a Committee member to speak for him.