



ELEANOR C. BABBITT  
*Director of Yale Club and  
Association Relations*  
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ASSOCIATION OF YALE ALUMNI  
P.O. Box 209010  
New Haven, Connecticut 06520-9010  
203 432-7099 FAX 203 432-0587

TO: Yale Club/Association Presidents  
FROM: Nory Babbitt  
RE: 2003 AYA Club Recognition Award  
DATE: March 2003

The AYA Club Recognition Award provides an opportunity for Clubs and Associations to publicly acknowledge members for their dedication to club activity and to Yale. Last year Yale Clubs honored 25 members for their “outstanding leadership and service”.

This year, once again, we continue the tradition of assisting clubs who wish to recognize their outstanding volunteers by offering a handsome plaque with a customized inscribed plate. Please review the guidelines below and contact us should you wish to participate.

### **Guidelines for the Club Recognition Award**

1. The Club Recognition Award will be given to a member of a Yale Club for “outstanding leadership and service” on the local level. This is an award for volunteer activity. It shall be awarded to each recipient by his or her club, not directly by the AYA.
2. The selection process will be done at the local level. Options for selection committees include a committee of past recipients or the Executive committee of the club board.
3. **No more than one award shall be given by a club each year.** However, during the first year of a club’s participation in the Club Recognition Award, up to three awards may be given. The award shall be given only to living members of the club and can be presented at an annual dinner or public club event. No one club member should receive the award more than once.

Note: The AYA has an historical record of participation in the AYA Club Recognition Award since its inception in 1992. Please call the Club Relations Office with any questions on your club’s past participation in this program at (203) 432-1944.

4. The Club Recognition Award is optional. The standard award, as approved by the AYA Board of Governors, is an 8 X 10 walnut plaque with the AYA logo laser-engraved into the wood. *In Recognition of Outstanding Service* is also engraved into the wood. A plate is inscribed to say:

Name of Recipient  
Name of Club/ Association  
Date

5. Yale Clubs that do not desire to follow the standard guidelines, or that have already established leadership awards, may select an award different from the standard Club Recognition Award. Alternate awards will not be processed through the AYA, but rather administered entirely on the local level.
6. Local selection committees may order the standard plaque, with inscription, by completing the order form enclosed. The AYA Club Relations Office will work closely with Yale Club presidents to ensure that the proper engraving is accomplished. Please allow **at least four weeks** between ordering and receipt of plaque; expedited delivery will be available at extra cost.
7. The Club Relations Office shall maintain a permanent record of all award recipients. We ask you, if possible, to take a photograph at the award presentation and forward a print to the Club Relations Office. We would like to keep the photo on file for possible use in AYA publications.

Enclosures

\_\_\_\_\_  
Today's Date

2003 AYA CLUB RECOGNITION AWARD  
Order Form

Name of Recipient: \_\_\_\_\_

Yale Affiliation: \_\_\_\_\_

Yale Club/ Association: \_\_\_\_\_

Ship Plaque to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date plaque needed for presentation: \_\_\_\_\_  
(This date will be inscribed on the plaque)

The cost of a Club Recognition Prize for 2003 is \$65.00, including shipping and handling. Please return this form to the Club Relations Office **at least four weeks** before your awards presentation.

Reason recipient chosen for Club Recognition Award:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Relations Office  
Attention: Nory Babbitt  
Association of Yale Alumni  
Box 209010  
New Haven, CT 06520-9010  
203-432-1944 (phone)

203-432-0587 (fax)  
E-mail: nory.babbitt@yale.edu  
INTERNATIONAL YALE CLUBS  
2003 AYA CLUB RECOGNITION AWARD  
ORDER FORM

\_\_\_\_\_  
Today's Date

Name of Recipient: \_\_\_\_\_

Yale Affiliation: \_\_\_\_\_

Yale Club/ Association: \_\_\_\_\_

Ship Plaque to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date plaque needed for presentation: \_\_\_\_\_  
(This date will be inscribed on the plaque)

**Please return this form to the Club Relations Office at least six weeks before your awards presentation.**

**Charges per Award:**

|                        |           |
|------------------------|-----------|
| Club Recognition Award | \$65.00   |
| First Class Airmail    | **\$20.00 |
| Total                  | \$85.00   |

\*\* Clubs or businesses who have international accounts with the following companies may charge their account directly for shipping and subtract the \$20 shipping charge above: Federal Express, DHL, and UPS.

Bill my international courier service. The company and account number is:

\_\_\_\_\_

Enclosed is a check for \$\_\_\_\_\_ for \_\_\_\_\_ awards. (A club may order more than one Recognition Award only in their inaugural year of participation in the program.)

*(please turn over)*

Order Form  
International Clubs  
Side 2

Reason recipient chosen for Club Recognition Award:

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Return this form to:

Nory Babbitt  
2003 Club Recognition Award  
Association of Yale Alumni  
Box 209010  
New Haven, CT 06520-9010  
USA

203-432-1951 (phone)  
203-432-0587 (fax)  
E-mail: [nory.babbitt@yale.edu](mailto:nory.babbitt@yale.edu)