



## **HARVARD PRIZE BOOK – SAMPLE PROCESS AND TIMELINE**

*This document includes contributions from the Harvard Club of Minnesota.*

### **Process**

The process begins each academic year with identifying participating schools, which usually remain involved for many years, though some may drop out. New schools often join through alumni suggestions. Each school designates a point of contact (usually the principal or a guidance counselor) for communication with the Club/SIG.

Next, the Club/SIG may choose to recruit an alum sponsor for each school to cover the book and administrative costs (e.g., shipping). The Club/SIG may choose to give previous sponsors the first opportunity to renew. If they decline, the Club/SIG may choose to seek new sponsors or fund the books through a different revenue stream.

Each school selects a prize book recipient and holds a presentation ceremony near the school year's end. The Club/SIG should request the following information from the high school each spring:

- Recipient's name
- Presentation date
- Desire for a Harvard alum presenter (a minority do)
- Presentation time and details, if applicable

*Note: Some Clubs and SIGs choose to host their own award ceremony for students*

Once this information is received, the Club/SIG prepares the book and award certificate. If an alum presenter is requested, the Club/SIG first approaches the sponsor and seeks alternatives if needed. If no presenter is found, the school can be asked to make the presentation.

At the end of the year, the Club/SIG sends thank-you notes to sponsors, including the recipient's name.

Reference the timeline below for planning out the program. Note that schools may progress at different rates and additional follow-up may be necessary.

Timeline		
When	Action Item	Notes
<b>September - October</b>	Solicit school participation for past and new participants	Send standard solicitation email to schools that participated last year. For others, consider sending tailored emails.
<b>November - March</b>	Solicit past year's sponsors to fund books	Send standard solicitation email to alumni that sponsored books last year.
<b>Mid-February-April</b>	Purchase Books	Almost all schools and sponsorships should be confirmed by this time. Books ordered through the Harvard Coop by way of the <a href="#">Harvard Prize Book program webpage</a> are offered at a reduced rate and come with a book plate. Book selection and links to order will be provided in mid-February.
<b>Late-March</b>	Solicit new sponsors	At this point, last year's sponsors who did not renew their sponsorship have lost their priority status. New sponsors tend to respond promptly to solicitations.  Consider inviting sponsors to provide their preferred text for the bookplate and website sponsorship. They can choose to display something other than their name on the bookplate and website. If a sponsor prefers to remain anonymous, the bookplate will list [Harvard Club/SIG name], while the website will simply say "Anonymous."
<b>April</b>	Solicit high school for recipient details	This includes recipient name, date/time/location of award, and if a presenter is desired. It's recommended to receive these details at least 3 weeks prior to presentation in order to secure a presenter.
<b>As soon as recipient and award info is available</b>	Solicit presenter	Confirm the presentation dates as soon as possible. If the school provides recipient and award information less than three weeks in advance, or if Club/SIG is unable to secure a presenter, request that the school handle the presentation itself.
<b>As soon as recipient and award info is available</b>	Send book, certificate, and request for sponsor thank you note to school	Send standard certificate with student name and thank you note according to details determined by sponsor (e.g., name, anonymous and Club/SIG name).
<b>July</b>	Send thank you note to sponsors	Provide feedback to paid sponsors. Share award information able to share out and total number of prize books awarded through the Club/SIG this academic year.