



## HARVARD Alumni Association

### HARVARD PRIZE BOOK – SAMPLE LANGUAGE

The sample language provided includes:

- Outreach to high schools to participate in the program
- Outreach to alumni to sponsor prize books
- Outreach to alumni to present the prize book and award remarks
- Award certificate

#### Outreach to High Schools to Participate in the Program

##### 1. Initial Outreach to High School

Subject line: Participate in the Harvard Prize Book Program

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I'm reaching out on behalf of the [Club/SIG Name]. We're delighted to invite [High School Name] to participate in the Harvard Prize Book program.

The Harvard Prize Book program recognizes outstanding juniors who display excellence in scholarship and achievement in non-academic fields. Outstanding high school teachers who inspire curiosity and excellence in their students can also receive the award.

Donated by Harvard Clubs and Shared Interest Groups (SIGs), Prize Books are presented annually in more than 1,000 high schools around the world. The Prize Book program strives to inspire talented high school students to pursue future academic studies and introduce them to the opportunities available at Harvard.

We believe that [High School Name] has a vibrant community of talented students, and we would be thrilled to include your school in this year's program. Participation involves selecting a student who embodies the qualities of scholarship and high achievement in other non-academic areas and presenting them with the prize at a school event or ceremony.

If you would like to participate, please reply by **[date]**.

Please take note of the program guidelines:

- Prize Books are awarded without regard to race, religion, gender, sexual orientation, national or ethnic origin, or political beliefs.
- It is at the discretion of the high school to determine the recipient of a Prize Book. Selection cannot be done through an application process.

Thank you for considering this opportunity. We look forward to the possibility of partnering with [High School Name] in recognizing and inspiring the next generation of leaders.

Best wishes,

[Signature]

## 2. High School Follow-up

Subject line: Student Recipient Details Needed: Harvard Prize Book Program

Dear [Recipient's Name],

I hope this message finds you well. I am writing regarding the Harvard Prize Book program and to confirm details for this year's award presentation at [High School Name].

We are looking forward to honoring this year's recipient. Please provide us with the following details:

1. Name of recipient as it should appear on the award certificate and bookplate:
2. Would you like a Harvard alumnus/a to participate in the presentation, subject to availability?
  - a. If yes, provide the date, time and location of the presentation:
3. Any additional details to note:

Thank you for your support and partnership in the Harvard Prize Book program. I look forward to hearing from you **by [date]**.

Best wishes,

[Signature]

## Outreach to Alumni to Sponsor the Cost of Books

### 1. General Solicitation

Subject: Support Outstanding Local Students: Harvard Prize Book Program

Dear [Recipient's Name],

The [Club/SIG Name] seeks your support for the Harvard Prize Book program, which recognizes outstanding high school students in our community.

Each year, this program honors exceptional juniors who demonstrate excellence in academics, character, and achievement in non-academic fields. Deserving students are selected by their high school and are presented with the Prize Book award typically at an award ceremony in the spring. Schools often welcome the sponsor of the Prize Book or volunteer of the [Club/SIG] to present the award.

To continue this important tradition, we're looking for sponsors to help cover the cost of these books. Your generous contribution will encourage students to pursue future academic studies and promote the values of scholarship and leadership in their communities.

The cost is \$[amount], which will help cover the cost of the program, including the book purchase and mailing. [Include details on payment: check, online payment, etc.]

If you would like to learn more about the Harvard Prize Book program, please reach out to [Club/SIG contact details].

Thank you for considering this opportunity to invest in the future leaders of our community.

Best wishes,

[Signature]

## 2. Thank You to Sponsors

Subject line: Thank You: Harvard Prize Book

Dear [Sponsor Greeting],

On behalf of the [Club/SIG Name], thank you for sponsoring the Harvard Prize Book program this academic year.

Your support plays a vital role in recognizing and celebrating the outstanding achievements of high school students in our community. By sponsoring a prize book, you are inspiring these young leaders to continue pursuing excellence in academics, leadership, and service.

This year, the [Club/SIG Name] awarded [#] students from [#] schools with the Harvard Prize Book. The selected book was *[Book Title]* by [Author]. [Brief book description].

Thank you once again for your commitment to recognizing the next generation of leaders. We hope you will consider continuing your support for this school in the coming year.

We greatly appreciate your partnership!

Best wishes,

[Signature]

## Outreach to Alumni to Present the Prize Book and Award Remarks

### 1. Invitation to Present Harvard Prize Book Award

Subject line: Presentation of Harvard Prize Book at [School]

Dear [Recipient Name],

I am reaching out on behalf of the [Club/SIG Name] regarding the Harvard Prize Book program, which you have generously supported.

We are excited to announce that [High School Name] will be holding its annual award ceremony on [date]. We, along with the school, would be honored if you would consider presenting the Harvard Prize Book to this year's recipient. Many alumni find this experience to be incredibly rewarding and it's a very meaningful opportunity for the award recipients.

The presentation is scheduled for [date, time, and location]. This year, the prize book is titled [book name]. [Provide brief description about the book]. The school will have the book ready for you. All you need to do is arrive and present it to the student. I've included sample remarks below, but feel free to share your own thoughts as well.

If you're able to make the presentation, please let me know and I will connect you with [Contact Name] at the school to confirm the details: [Contact Information].

If you're unable to attend, I can arrange for another representative from Harvard to step in.

Thank you for your continued support of the Harvard Prize Book program and your commitment to recognizing outstanding young leaders in our community.

Best wishes,

[Signature]

## 2. Award Remarks

Hello, I'm [Presenter Name] from the [Club/SIG Name].

The [Club/SIG Name] is proud to award the Harvard Prize Book to a junior at each school who exemplifies excellence in scholarship and demonstrates high achievement in non-academic areas. The recipient is selected by the school, while the Harvard Club and its members provide the prize books. This year, the [Club/SIG Name] has partnered with [#] high schools across [state/city/region] to honor outstanding students with these awards. This program engages Harvard Clubs and Shared Interest Groups worldwide, recognizing exceptional students in over 1,000 schools globally.

I am delighted to present this year's prize for [School] to [Recipient].

### Award Remarks and Certificate Language

[Insert Club/SIG logo]

Congratulations!

It is with great pleasure that the [Club/SIG Name] presents the Harvard Prize Book to

[Full Name of Student]

This award recognizes your outstanding character and achievements in academics, leadership, and service to your school or community. Your commitment to excellence and your passion for making a positive impact have truly set you apart. We are thrilled to honor your hard work and dedication.

Started by Harvard alumni in 1910, the Prize Book program aims to encourage high school students such as you to pursue future academic studies. In its early years, the program awarded a few books in the New England area. Today Harvard Prize Books are presented annually in more than 1,000 high schools around the world.

Once again, congratulations on this well-deserved recognition! We are excited to see where your talents will take you in the future.

[Club/SIG President and Prize Book Chair (if applicable) signatures]