

OSUEA Policy on Cooperator Award Participation Fees

Each year, Oregon State University Extension Association (OSUEA) honors individuals, businesses, agencies, and non-profit organizations who have made significant contributions to Extension programs. The OSUEA membership encourages Extension employees to nominate worthy cooperators from across the state with approval and funding support from the Regional Director. OSUEA wants to honor cooperators selected for an award at the annual cooperator banquet during the Extension Annual Conference. OSUEA members and OSU Extension Administrative partners are committed to providing recognition to successful nominees.

OSUEA Honors Cooperator Award Recipients with the following “award package”

- One hotel room per award (if needed). Additional rooms can be reserved; however, they will need to be covered (paid) by someone else.
- Two banquet tickets per award (These tickets are not to be used by OSU faculty or staff). Additional tickets can be purchased.
- A framed certificate of recognition
- A printed version of the nomination submission

How the “award package” is being covered financially

OSUEA will pay for:

- Half the cost of one (1) hotel room, if room is needed
- Half the cost of up to two (2) banquet tickets (awardee and a guest) (These tickets are not to be used by OSU faculty or staff)
- A framed certificate of recognition
- A printed version of the nomination submission

Additional Support from Nominators Required

OSUEA requests financial assistance from the nominating county/program area/department, by providing:

- \$75 per award to aid in the expenses incurred supporting the awardees
- Half the cost of up to two (2) banquet tickets (awardee and a guest) (These tickets are not to be used by OSU faculty or staff)
- Half the cost of one (1) hotel room, if room is needed*

Participation in the Cooperator Awards program has expanded, through greater number of nominations. Collaborative financial support allows us to continue to honor these exceptional partners that work with the OSU Extension Service.

*The hotel room must be secured through the OSUEA room block in accordance with the deadlines set by the Cooperator Awards Committee. Nominators who do not submit the cooperator information prior to the deadline will be expected to pay all hotel costs.

Likewise, nominators must pay for hotel rooms, or pay any fees, if nominees do not show for their room reservation. Any special cases must be considered by the OSUEA Board and Cooperator Award Committee Chairs. Counties must reconcile hotel room charges with OSUEA within 30 days of the Cooperator Award Dinner.