

the deadline of March 1, 2019, to make sure every department had sufficient time.

Esther and I distributed information and forms, resolved budgetary concerns, ordered the medallions as the selection forms came in, proofread medallion recipients' names, and served as a delivery service between Pitman Jewelers and colleges.

- In the process, departments were reminded of the following:
 - Departments are responsible for notifying their Medallion recipients and sponsors.
 - Those departments that wish to award a certificate along with the Medallion need to use the Medallion Certificate template approved by Lori Marshall.
- Our spreadsheet was updated as