



North Carolina Extension Association of Family & Consumer Sciences

The Professional Association for North Carolina Cooperative Extension
Family & Consumer Sciences Educators

2015 Awards & Recognition Plan of Work

THE AWARDS AND RECOGNITION COMMITTEE SHALL:

- I. Inform and promote among the Association's membership the Awards and Recognition program.
- II. Encourage qualified members to submit applications for awards.
- III. Develop and implement a plan of action which addresses issues related to awards.
- IV. Coordinate the awards application procedure and judging.
- V. Recognize NCEAFCS members for outstanding leadership, innovative programming, dedicated service and superior performance.
- VI. Organize a filing system/notebook, which contains issues pertinent to the Awards & Recognition Committee and Budget.

PLAN OF ACTION:

District Vice President Awards & Recognition Responsibilities:

1. Throughout the year "inform and promote" the Awards and Recognition program among the District membership.
2. Familiarize yourself with the NEAFCS Awards Manual <http://www.neafcs.org/assets/awards/NEAFCS-Awards-Manual.pdf> and the state awards web sites: <http://www.ces.ncsu.edu/assn/nceafcs/awards/awardsprogram.shtml>
3. Encourage eligible District membership to apply for awards. Review membership eligibility requirements and North Carolina's procedures for submitting awards. Encourage agents who have received awards to work with those who have not received awards and assist them in applying for an award. Ask former award winners to help a member fill out application.

4. Receive from the District membership individual awards applications by January 5, 2015. Review applications for completeness and complete District Reporting Form. Mail applications and district form (by traceable mail) to State Vice President for Awards (Yvonne Mullen) by January 13, 2015. Applications may be hand delivered to State VP of Awards at the mid-year board meeting in Raleigh on January 13, 2015.
5. Carry out the judging process as instructed by the Group A Chair (Phyllis Smith) or Group B Chair (Shenile Ford).
6. After notification of winners from state Vice President, send letters of congratulations to your district winners and non-winners, copy letter to County Directors, State Chair and District Extension Director. In this letter encourage the county director to provide financial support from the county for the winner to attend the state meeting. Also ask that the county director handle publicity for the award AFTER the agent returns from the state meeting.
7. Recognize State Award Winners at the District Association Meetings and gatherings AFTER state meeting.
8. Keep a permanent record of agents in the district that receive Awards & Recognition honors. Update these records each year before passing them on to the incoming District Vice President of Awards & Recognition.
9. Submit reimbursement requests (along with receipts) to the District President for approval for reimbursement of expenses for mailing district applications.

State Chairs for Group A & B Awards Responsibilities:

1. Familiarize yourself with the NEAFCS Awards Manual and the National and State awards web sites:
<http://www.ces.ncsu.edu/assn/nceafcs/awards/awardsprogram.htm>
2. Promote the Awards and Recognition Program.
3. By January 16th, receive awards applications from State Vice Presidents for Awards. Receive from the District VP for Awards a fax or e-mail copy of each award score sheet. The original forms are to be mailed by January 24th.
4. By January 23rd, the Group A and B State Chairs will receive the judging results from District Vice President committee (date and tally the results numerically). In case of tie, the Group (A or B) Chair will review applications and select winner. Complete the Award Winners sheet indicating all first place winners. By January 30th, mail applications (original and 1 copy); all score sheets, and the Group Tally and Winners Sheets to State Vice President. Send by certified traceable mail.
5. Assist the State Vice President of Awards and Recognition in recognizing award winners at state meeting.
6. Submit reimbursement requests (along with receipts) to the State Vice-President for Awards and Recognition to be forwarded to the State President for approval.

State Awards and Recognition Vice President Responsibilities:

1. Chair the Awards & Recognition Committee and serve as liaison between the committee and the State Executive Board.
2. Present a proposed budget before leaving the Annual State Meeting.
3. By September 30th, submit Plan of Work to the current State Vice President for Public Affairs. Send copy to State President. State Vice President for Public Affairs sends to web master for posting.
4. Provide District Vice Presidents with the needed information for their fall district meeting reports.
5. By December 31st, submit NEAFCS National Committee/Task Force Application, in order to have a link to the National Committee for awards information.
6. Notify the NC Agricultural Foundation via e-mail of the contact information for the current NCEAFCS State Vice President Awards and Recognition, as the contact person for the Ada Dalla Pozza Professional Development Endowment.
7. Request membership list from State NCEAFCS Treasurer.
8. Receive from Group A and B Chairs a listing of ALL applications entered for state level judging (Awards Summary Sheet) when chairs mail applications out for judging.
9. By January 30st, receive all applications, score sheets, tally forms and winners' sheets from State Awards Group A and B Chairs. Verify score sheets and compile list of winners.
10. Request letters of support from the Family and Consumer Sciences State Program Leader, to be sent with applications to National judging for the following awards - Greenwood Fellowship, Grace Frysinger Fellowship, Distinguished Service, Continued Excellence, NAEFCS Extension Educator of the Year, Florence Hall, New Professional, Mary W. Wells Memorial Diversity Award, and Community Partnership.
11. By February 15, send all eligible applications to the National Vice President Awards and Recognition via certified traceable mail. Send first and second place applications for national award categories to national competition (Exceptions: DSA and Continued Excellence winners) – the numbers are determined by the number of paid members of NEAFCS by the February 1 deadline. For the Youth Award and the Early Career Award, which are state awards only, one winner shall be selected from each of the Association's districts.
12. Mail letter to District Vice Presidents announcing winners and providing instructions for notifying award recipients.
13. Send list of winners to NCEAFCS State President and to Family and Consumer State Program Leader. No announcement of winners is to be made to membership or public until after State Meeting.
14. Order engraved plaques for winners (within developed budget) from Trophies and Tributes in Goldsboro (approved at Board meeting 2004 to purchase from above vendor until further notice). Engraved 9 x 12 plaques for: DSA, Florence Hall, Continued Excellence. Framed Certificate (no plaque) for: Greenwood Fellowship and Grace Frysinger Fellowship. All other awards will receive 8 x 10 plaques. (Passed, 1999 state meeting). All Cooperative Extension team members who are members

of NEAFCS will receive a plaque if they are state winners. Team member submitting the award will receive 8 x 10 plaque; other team members will receive 5 x 7 plaque. (Passed, 2008 state meeting). Cooperative Extension team members who are NOT members of NEAFCS will receive a framed certificate. Non-Extension team members will not receive a plaque or a certificate (motion passed at state meeting, 1999). If NEAFCS members wish to purchase a plaque or certificate for non-members this can be done with advance notice to the state chair. These may be purchased at the cost of the plaque or certificate and paid for in advance directly to the State Treasurer.

15. Submit a program to the host district of all state award winners for the program book at the Annual State Meeting.

16. Contact the host district prior to the Annual State Meeting to verify the agenda, photography opportunities, registration recommendations for invited guests, and the presentation of awards. Notify award winners of details of the awards presentation and ask for names of winners and their guests who plan to attend state meeting. Once compiled, send this list to the host district for seating arrangements.

17. Upon notification from NEAFCS, announce National winners to awards committee, State President and FCS State Program Leader. Congratulate National winners and notify administration to encourage financial support for attending national meeting. National rules prohibit any public announcement of National or Regional winners until after the National meeting.

18. Organize the presentation of awards and recognize the winners (and guests) at the State Meeting.

19. Notify NC Agricultural Foundation of winner for the Ada Dalla Pozza Award and request check. Notify Extension Administration (State Extension Awards Committee) of winner for inclusion in the awards presentation of Extension's Annual Conference.

20. Contact State President to order corsages for appropriate national winners (DSA, Continued Excellence Award, Florence Hall, NEAFCS Extension Educator of the Year) to wear at the National meeting. Notify district presidents to reimburse state treasurer for national corsage expenses.

21. Keep accurate and detailed records of Awards & Recognition activities and expenses.

22. Submit reimbursement requests (along with receipts) to the State President for approval. Forms for requesting reimbursement can be accessed via the association web page.

23. Keep a permanent record of agents who have received Association awards and honors.

24. Submit an annual report via e-mail to the State VP for Public Affairs by August 1st and present annual report at the State Business Meeting.

25. Organize Awards & Recognition Files and transfer the records to the incoming State Vice President of Awards & Recognition during annual training session at State Meeting.

26. Send State and National winners to awards page web master for posting. This can be done as soon as winners are selected, but not available to view until AFTER state meeting.

NC PROCEDURE FOR SUBMITTING AWARDS:

1. Refer to the Awards Manual or the Awards Web site for the most up-to-date NEAFCS Applications; for state award applications refer to the District Vice President for Awards and Recognition. State Award applications and information can also be found on the Web at the following URL: <http://www.ces.ncsu.edu/assn/nceafcs/awards/awardsprogram.htm>
2. Read and follow on-line application process for national awards. Complete the on-line application following specific guidelines carefully. Pay special attention to word limits, spacing, and appropriate signatures.
3. Make 5 copies of your completed application plus one on-line application copy. Five copies are required for all categories. Please note: National may ask for a fewer amount of copies for judging purposes.
4. **By Monday January 5, 2015**, mail 5 copies plus one on line copy of your application by traceable mail to the DISTRICT Awards and Recognition Vice-President. **On January 13, 2015**, District VPs will bring Awards applications to the NCEAFCS Mid-Year Board Meeting or mail awards applications (by traceable mail) to the State Vice President of Awards. The State Vice President for Awards will mail appropriate awards to District and Awards A and B chairs by **Friday January 16, 2015**.
5. **By Friday January 23, 2015**, District Vice President for Awards, will judge award applications. Complete an individual score sheet for each application with comments, and mail original score sheets to the appropriate Awards A (Phyllis Smith) or B (Shenile Ford) Chair. Scan and e-mail State Vice President for Awards a copy of individual score sheet for each application.
6. Group A and B Chairs will receive the judging results from Group A and B Judges, date and tally the results numerically. In case of tie, the Group (A or B) Chair will review the application and vote. Complete the Group Tally Sheet listing ALL award applicants with first and second place winners highlighted. Complete the Award Winner Sheet indicating all first place winners. **By Friday January 30, 2015**, mail all score sheets, Group Tally and Winners Sheets to State Vice President. Send by certified traceable mail.
7. **By February 15, 2015**, State Vice President will submit eligible applications to the regional director of The NEAFCS by traceable mail.

NOTE: Applications received after the deadline, incomplete applications and applications that do not include at least 5 copies will not be judged.

2015 NCEAFCS Awards and Recognition Committee:

Yvonne Mullen – State Vice President for Awards ad Recognition, Chair

District Vice Presidents for Awards and Recognition are:

- North Central - Geissler Baker
- Northeast - Rachael Monteverdi
- South Central - Lori Ivey
- Southeast - Regenia Bell
- West - Cathy Hohenstein

Awards Group A

State Chair for Awards Group A – Phyllis Smith (North Central)

National Awards:	Page	
NEAFCS Greenwood Frysinger Award		Early Childhood Child Care Training Award
NEAFCS Distinguished Service Award		Food Safety Award
NEAFCS Continued Excellence Award		Marketing Package Award
NEAFCS Educator of the Year		Community Partnership Award
Florence Hall Award		Clean and Healthy Family & Communities Award
NEAFCS Past President’s New Professional Award		Family Health & Wellness Award
Human Development/Family Relationship		Environmental Education
		School Wellness
Social Networking/Blog Category		

State Awards:	
Early Career Award	Ada Dalla-Pozza Professional Development Endowment

Judging Committee Members:

North Central – Geissler Baker

Northeast – Rachael Monteverdi

South East – Regenia Bell

Awards Group B

State Chair for Awards Group B – Shenile Ford (Southeast)

National Awards:	Page	
Dean Don Felker Financial Management Award		Communications Educational Technology Award
Mary W. Wells Diversity Awards		Communications Television/Video Program Awards
Program Excellence Through Research Award		Communications Educational Curriculum Award
Communications Newsletters Awards		Communications Educational Publications Awards
Communications Written Press Awards		Communications Photography Award
Communications Radio/Podcast Program Award		Communications Internet education Technology Award
		Extension Housing Outreach Award

State Awards:	
Youth Awards	Grange Award
Federation: Leadership & Service Recognition Award	

Judging Committee Members:

South Central – Lori Ive

West – Cathy