



# North Carolina Extension Association of Family & Consumer Sciences

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

## 2015 PROCEDURES FOR SUBMITTING AWARDS

1. Refer to the Awards Manual or the awards website for the most up-to-date NEAFCS Applications; for the state award application 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 on-line application process for national awards. Pay special attention to word limits, spacing, and appropriate signature. A copy of complete application and all supporting documents will need to be uploaded to NEAFCS award website if requested to do so after the NCEAFCS Awards judging process is completed.
3. Make 5 copies of your completed application. Save one copy with supporting document for on-line submission to NEAFCS if requested. Five copies are required for all categories. Please note: National may ask for a fewer amount of copies for judging purposes.
4. **By Friday, January 16, 2015**, mail 5 copies of the award application by traceable mail to the District Vice President for Awards. District Award Chairs are to review applications for completeness. Complete District Reporting Form and send by traceable mail with applications to State Vice President for Awards by **Friday January 23, 2015**.
5. **By Friday February 6, 2015**, State Vice President for Awards will send by traceable mail award applications, appropriate scoring and tally forms to District Vice Presidents of Awards and Recognition and Group A and B Award Chairs.
6. **By Friday February 20, 2015**, District Award Chairs will judge award applications. Complete an individual score sheet for each application with comments and mail original score sheets to the appropriate Group Award A (Phyllis Smith) or Group Award B (Shenile Ford) Chairs. Scan and e-mail State Vice President for Awards a copy of the individual score sheet for each application.
7. Group A and B Chairs will receive the judging results from the District Award Chairs, date and tally the results numerically. In case of tie, the Group (A or B) chair will review applications 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 February 27, 2015**, scan and e-mail a copy of group tally and winner sheet, and mail all score sheets, group tally and winner sheets to State Vice President. Send by certified mail.

8. **By Friday March 6, 2015**, State Vice President for Awards will notify award winners to complete NEAFCS on-line applications. Applicants are to up-load applications and all supporting documents following NEAFCS Award Submission Guidelines, by **Friday March 13, 2015**.
9. **By Friday March 13, 2015**, State Vice President for Awards will submit eligible applications to the regional director of 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**