



# North Carolina Extension Association of Family & Consumer Sciences

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

## 2017 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 of 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. Go to [www.neafcs.org](http://www.neafcs.org) Click on "Awards" next click on "Awards Documents" and click on "Awards Manual/Guidelines". Go to <https://nceafcs.ces.ncsu.edu/nceafcs-awards-and-recognition/nceafcs-state-awards/> for state award information.
3. Encourage eligible district membership to apply for awards. Review NEAFCS General Eligibility Requirements and Awards Applications Information & 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 members fill out award applications.

4. Receive from the district membership individual state awards applications by January 30, 2017 via email or US Mail. Awards must be received via email or postmarked by January 30, 2017. National Awards are to be entered online through the NEAFCS website. Members submitting national awards must also email their District VP of Awards and Recognition with the following information: Name(s), Award Name, County, Extension District & date award submitted online. Review state award applications for completeness. Submit your *District Awards Summary* Sheet via email to State VP of Awards and Recognition (Lori Ivey) by February 6, 2017.

5. By February 13, 2017 District VPs will receive state awards applications, link for national awards and judging sheets from State Vice President of Awards for either Group A or Group B Awards. State VP will assign District VPs to either A or B judging team based on 2017 award applications to avoid any conflict of interest in judging. Judging sheets should be completed and submitted to either Group A (Mary Morris) or B (Janice Fields) Chair by February 22, 2017.

6. Recognize State Award Winners at the District Association Meetings and gatherings AFTER state meeting.

7. Keep a permanent record in your awards notebook 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.

8. 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. Go to [www.neafcs.org](http://www.neafcs.org) Click on “Awards” next click on “Awards Documents” and click on “Awards Manual/Guidelines”. Go to <https://nceafcs.ces.ncsu.edu/nceafcs-awards-and-recognition/nceafcs-state-awards/> for state award information.

2. Promote the Awards and Recognition Program.

3. By February 22, 2017 Group A and B State Chairs will receive the judging results from District Vice Presidents serving on either Group A or B committee. In the event of tie, the Group A or B Chair will review applications and select a winner. Complete the *Group A or B Award Winner Summary* sheet indicating all first and second place winners (Exceptions: DSA and Continued Excellence winners – number of entries are determined by the number of paid members of NCEAFCS by the January 1, 2017 deadline). By March 1, 2017 email all judging sheets and the *Group A or B Award Winner Summary* sheet to the State VP of Awards & Recognition (Lori Ivey).

4. Assist the State Vice President of Awards and Recognition in recognizing award winners at state meeting.

5. Submit reimbursement requests (along with receipts) to the State Vice-President of 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. By February 13, 2017 email state award applications, link for national awards and judging sheets to District VPs of Awards and Recognition.
9. By March 1, 2017, receive all judging sheets and **Group A or B Award Winner Summary** sheet from Group A and B Chairs. Verify score sheets and compile list of state 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 Fryinger 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 March 3, 2017 notify all first and second place winners (Exceptions: DSA and Continued Excellence winners – number of entries are determined by the number of paid members of NEAFCS by the January 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. In the event there is more than one application from a district but a total that doesn't exceed the number of districts (currently five – 2017) more than one winner may be named from a district. National awards may be edited for any improvements suggested on judging sheets up until the March 15, 2017 deadline.
12. Submit 2017 State Winner Form online ([www.neafcs.org](http://www.neafcs.org)) by March 15, 2017 deadline.
13. Send congratulatory letters to award winners. Letter should include state meeting award banquet information. Send copy of letter to County Director and District Director.
14. 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.
15. Order appropriate plaques, crystals or acrylics selected by the State VP and approved by the Awards and Recognition Committee (Approved Executive Board Meeting, January 11, 2016). All Cooperative Extension team members who are members of NEAFCS will receive the appropriate plaque, crystal or acrylic. Certificates will be given to second place winners. Certificates will be given to all others first place winners (Extension employees that are not members of NEAFCS or non-extension employees (Approved Annual Meeting, 1999). If NEAFCS members wish to purchase

plaques, crystal or acrylics for non-members this may be done with advance notice to the State VP of Awards and Recognition. These may be purchased at the cost of the plaque, crystal or acrylic and paid for in advance directly to the State Treasurer.

15. Submit award information to the host district of all state award winners for the printed program for 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 national winners to wear at the National Meeting Awards Banquet.

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 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.

## **2017 Awards & Recognition Timeline**

January 30, 2017 – All national awards submitted online. Email should be sent to District VP of Awards and Recognition with the following information: Name(s); Award Name; County; District; Date award submitted online.

State awards should be either scanned and emailed to District VPs or postmarked and mailed to District VPs. Email is the preferred method.

February 6, 2017 – District VPs will email *District Awards Summary* sheet to State VP.

February 13, 2017 – District VPs will receive state award applications, link for national awards and judging sheets. Group A & B Chairs will also receive a copy to use in the event there is a tie.

February 22, 2017 – District VPs will send judging sheets to either Group A or B Chair. In the event of a tie, the Group A or B Chair will review applications and select a winner.

March 1, 2017 – Group A & B Chairs will send judging sheets and *Group A or B Award Winner Summary* sheets to State VP.

March 3, 2017 – State VP will notify winners. National awards may be edited for any improvements suggested on judging sheets up until the March 15, 2017 deadline.

March 15, 2017 – Last day to complete national award applications, upload documents and/or make edits. State VP will submit *State Winner Form* online.

## **NC PROCEDURES FOR SUBMITTING AWARDS:**

1. Review NEAFCS General Eligibility Requirements and Awards Applications Information at [www.neafcs.org](http://www.neafcs.org) (Awards Tab, Awards & Guidelines Manual).
2. Refer to the NEAFCS Awards Manual for all National Awards. Go to [www.neafcs.org](http://www.neafcs.org) Click on the “Awards” next click on “Awards Documents” and click on “Awards Manual/Guidelines”. Go to <https://nceafcs.ces.ncsu.edu/nceafcs-awards-and-recognition/nceafcs-state-awards/> for State Award information.
3. Submit state award applications by January 30, 2017 via email or US Mail to your District VP of Awards & Recognition. State awards must be received via email or postmarked by January 30, 2017. National Awards are to be entered online through the NEAFCS website by January 30, 2017. Members submitting national awards must also email their District VP of Awards and Recognition with the following information: Name(s), Award Name, County, Extension District & Date award submitted online. Read and follow on-line application process carefully for national awards. Pay special attention to word limits, spacing, and appropriate signatures.

***NOTE: Applications received after the deadline will not be judged.***

## **2017 NCEAFCS Awards and Recognition Committee:**

**Lori Ivey – State Vice President for Awards ad Recognition, Chair  
District Vice Presidents for Awards and Recognition are:**

- North Central - Deborah McGiffin**
- Northeast - Mary Morris**
- South Central - Kristen Davis**
- Southeast - Shenille Ford**
- West - Margie Mansure**

**Awards Group A**

**State Chair for Awards Group A – Mary Morris (Northeast District)**

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

<b>State Awards:</b>	
Early Career Award	Ada Dalla-Pozza Professional Development Endowment

**Judging Committee Members:**

**To be determined by State VP once award applications are received to avoid any conflict of interest.**

**Awards Group B**

**State Chair for Awards Group B – Janice Fields (Southeast District)**

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

<b>State Awards:</b>	
Youth Awards	<u>Grange Award</u>
Federation: Leadership & Service Recognition Award	

**Judging Committee Members:**

**To be determined by State VP once award applications are received to avoid any conflict of interest.**

*Updated 9/16/2016*