



National Extension Association
of Family & Consumer Sciences

2019 NC PROCEDURES FOR SUBMITTING AWARDS



MEMBERSHIP HAS ITS BENEFITS!

Each NCEAFCS Member submitting
an awards application will be
entered into a drawing to win PAID
registration to the NEAFCS Annual
Meeting in Hershey, PA!

*Special thanks to Dr. Sarah Kirby
for your continued support.*



NEAFCS *Annual Session* **2019**

September 30 - October 3

HERSHEY LODGE • HERSHEY, PA

APPLYING FOR NATIONAL AWARDS

DEADLINE
JAN. 30, 2019

The following guidelines will assist you in applying for national awards:

1. **Become an active member** | All persons applying for national awards must be active member of NEAFCS and NCEAFCS respectively. If you have remitted NCEAFCS Association dues for the 2019 year, you are a member of both organizations.
2. **Choose an award(s)** | Review NEAFCS General Eligibility Requirements and Awards Applications Information at www.neafcs.org/awards.
 - 2019 Award At-A-Glance: <https://www.neafcs.org/assets/awards/2019-awards-at-a-glance.pdf>
3. **Apply for award(s)** | Refer to the NEAFCS Awards Manual for all National Awards by visiting <https://www.neafcs.org/assets/awards/neafcs-2019-awards-manual.pdf>.
 - Carefully review the procedures listed in the Awards . Manual/Guidelines and submit award ONLINE.
 - New awards have been added for 2019: Innovation Youth Development Program Award, Educational Technology Award with the Internet Educational Technology Award
4. **Notify your District VP** | 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.

APPLYING FOR STATE AWARDS

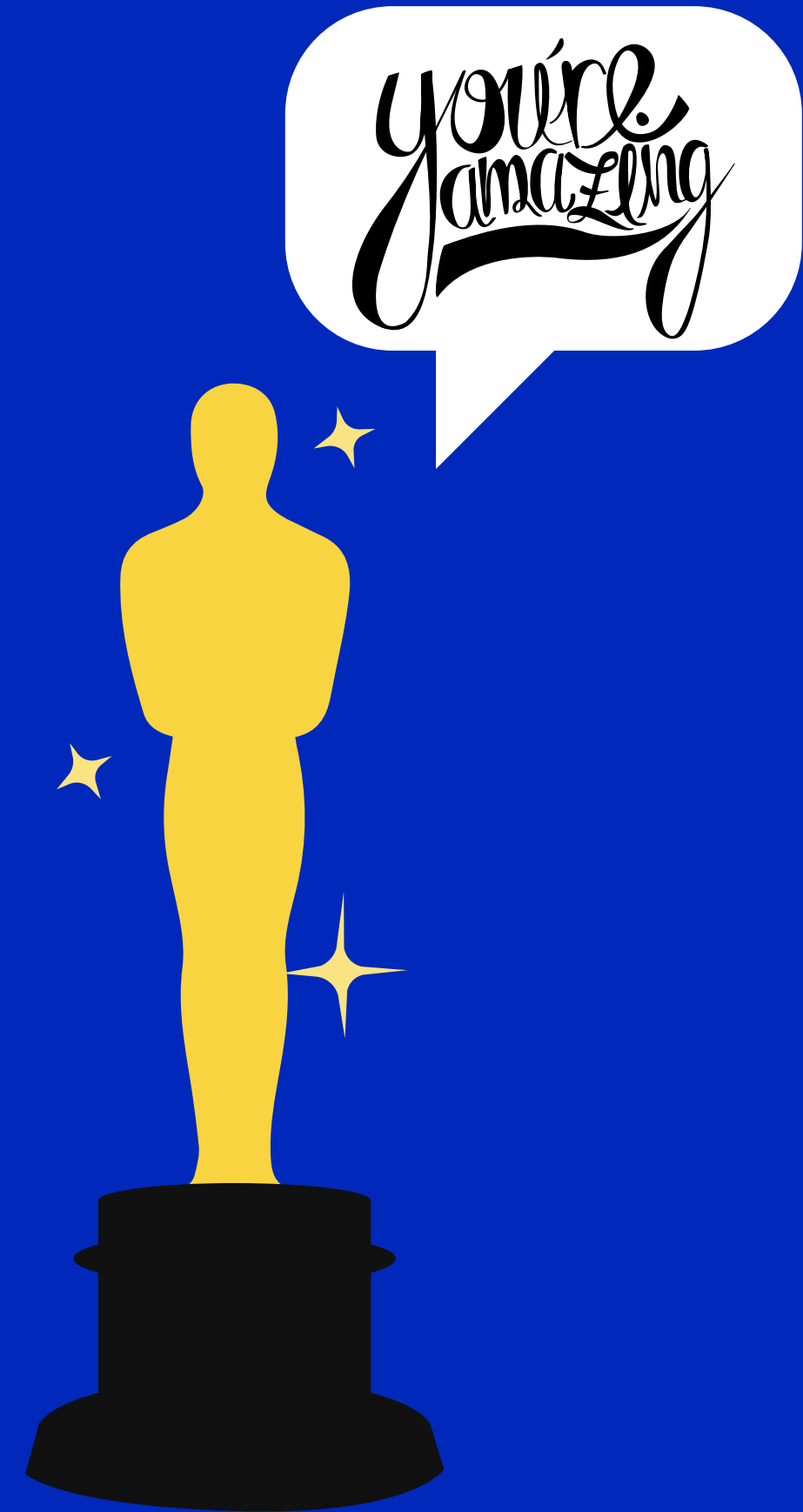
DEADLINE
JAN. 30, 2019

The following guidelines will assist you in applying for national awards:

1. Become an active member | All persons applying for individual state awards must be an active member of NEAFCS and NCEAFCS respectively. If you have remitted NCEAFCS Association dues for the 2019 year, you are a member of both organizations. For team awards, the team leader must be a member.
2. Review Guidelines for Submitting State Awards at <https://nceafcs.ces.ncsu.edu/nceafcs-awards-and-recognition/nceafcs-state-awards/>
 - State awards for 2019 include the Early Career and Youth Award.
 - The Ada Dalla Pozza award will be distributed with Extension Awards later in the year, but will be judged by the NCEAFCS Awards and Recognition committee.
3. Email your award application to your District VP of Awards and Recognition
 - Preferred format is PDF. Please try to include form, application and any supplement material into one PDF document.

TIPS FOR A STELLAR NATIONAL AWARD APPLICATION

- Use video files that are compatible with Windows Media Player or web links for videos.
- Protected documents or videos—include User name & Password for judges' access.
- DSA and CE applications require online submission, but are not judged at State level.
- Use Adobe Acrobat to combine files, create PDF files, merge files, and order.
- One picture required in last (fourth) space; application not accepted if not loaded.
- Do not include “extra” pictures in written application.
- For large teams of more than 20 members, in last space put “additional team members listed in application.” Refer to Procedure #5 on page 5 of Awards Manual.
- DO NOT enter awards for another person as entries are tied to your member profile.
- You will receive a confirmation email listing files uploaded.
- Judges scores are final.



AWARDS APPLICATION CHECKLIST

- ☐ Pay NEAFCS National and state dues.
- ☐ Review awards requirements.
- ☐ Prepare award including supporting letters and supplemental materials (if applicable)
- ☐ Notify District VP of Awards of national awards submission.
- ☐ Email state award application to District VP of Awards.



Kristin Davis, State VP of Awards and Recognition, Kristin_Davis@ncsu.edu

DISTRICT VPS OF AWARDS & RECOGNITION

Northeast: Jewel Winslow, Jewel_Winslow@ncsu.edu

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