

NCCESA Northeast District Innovations Award - Guidelines

The Innovation Award is to be presented annually, dependent upon the District Association budget, to a member of the Northeast District Secretaries Association as a means of recognizing her outstanding idea as described below. It is presented by the North Carolina Cooperative Extension Secretaries Association - Northeast District and is based on 1) saving money, 2) preventing waste, 3) increasing production, 4) improving services, 5) preventing accidents, 6) improving working conditions, 7) conserving energy, 8) eliminating duplication, 9) reducing work, 10) improving morale, 11) other. Any Northeast District Secretary (must be a paid member of the Association) is eligible to submit a Innovations Award Form to the current 1st Vice President, by September 15 of each year.

1. Guidelines and Submission Forms are available from any member of the Executive Board and may be made available on the NE District website.
2. Completed Submission Forms must be received (e-mail, snail mail, fax) by the NE District 1st Vice President by close of business on September 15 of each year to be eligible for the award.
3. The Executive Board will review and discuss the submissions and select 1 recipient each year from the submissions received by the deadline.
4. When an Executive Board member submits a form, the individual will be excused from the selection process and remaining members of the board will select recipient.
5. The 1st Vice President will coordinate with the District Association Treasurer in requesting a check to be presented to the recipient at the Spring Meeting.
6. Winner will receive a monetary award of \$25.
7. If no submissions are received or no submission is granted the award, the money will remain in the district general fund to be used at the discretion of the District Association.

Reminder: Submissions may be made beginning October 1 with the deadline being September 15th of each year.

Mail nominations to 1st Vice President::

Shelia Ange
NCCESA – NE District 1st Vice President
PO Box 1148
Williamston NC 27892

or
e-mail to shelia_ange@ncsu.edu

or fax:
252-792-2408

Innovations Award Form

NAME _____ COUNTY

1. What is the subject of your suggestion?

2. Describe the present situation, condition, method, procedure, etc. to be improved. What is wrong with it?

3. What is your suggestion for improvement? Be specific – describe the improvement and state how the change is to be made.

4. I believe my suggestion will: (check all that apply)

<input type="checkbox"/> save money	<input type="checkbox"/> improve working conditions
<input type="checkbox"/> prevent waste	<input type="checkbox"/> conserve energy
<input type="checkbox"/> increase production	<input type="checkbox"/> eliminate duplication
<input type="checkbox"/> improve services	<input type="checkbox"/> reduce work
<input type="checkbox"/> prevent accidents	<input type="checkbox"/> improve morale
<input type="checkbox"/> other (please explain):	

I certify that I am an Extension Secretary and paid member of the NCCESA – Northeast District.

Signature _____ **Date**

Return to: Shelia Ange
NCCESA – NE 1st Vice President
PO Box 1148
Williamston, NC 27892

Return by: September 15

Please use additional pages if needed.

or e-mail to shelia_ange@ncsu.edu
or fax to 252-792-2408