



# North Carolina Extension Association of Family & Consumer Sciences

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

### 2008 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 (and selected para-professionals) 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" among the District membership the Awards and Recognition Program.
2. Familiarize yourself with the NEAFCS Awards Manual and the national and 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 February 20th. Review applications for completeness and sort by Group A & Group B. Complete District Reporting Form and mail with applications to appropriate Group Chairs by date announced by State VP for Awards and Recognition. Send by traceable mail.
5. Carry out the judging process as instructed by the Group Chair.
6. After notification of winners from state VP, send letters of congratulations to your district winners and non-winners, copy 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 (including paraprofessional 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. Receive awards applications from District VPs by February 20. Send one copy of each application to the District VPs on the judging committee along with a score sheet for each category and a letter explaining the judging requirements and deadlines; complete the Awards Summary sheet and send to State VP.

4. Receive the judging results from District VP committee (date announced by State VP for Awards and Recognition) 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 Winners sheet indicating all first place winners. Mail applications (original and 1 copy), all score sheets, and the Group Tally and Winners Sheets to State VP by March 10. Send by traceable mail.

5. Assist the State VP 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. Submit Plan of Work to the current State VP for Public Affairs by September 31st. Send copy to State President. State VP for Public Affairs sends to web master for posting.

4. Provide District VPs with the needed information for their fall district meeting reports.

5. Submit by December 31st 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 current NCEAFCS State VP-Awards & Recognition as the contact person for the Ada Dalla Pozza Professional Development Endowment.
  7. Request membership list from State Treasurer.
  8. Receive from Group A and B Chairs a listing of ALL applications entered for state level judging (Awards Summary Sheet) when they mail applications out for judging.
  9. Receive by March 10 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 State Program Leader, Family and Consumer Sciences, 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. Send all eligible applications to the National Vice President Awards and Recognition via certified traceable mail by April. First and second place applications for national award categories will be sent on 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 VPs announcing winners and providing instructions for notifying award recipients.
  13. Send list of winners to State President and to FCS 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 8x10 plaques. (Passed, 1999 state meeting).
- All Cooperative Extension team members who are members of NEAFCS will receive a plaque if they are state winners. 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 Mrs. Ada Dalla Pozza of winner of Endowment. Notify NC Agricultural Foundation of winner 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 1 and present 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. Mail 5 copies plus one on line copy of your application by traceable mail to the DISTRICT Awards and Recognition Vice-President by February 20. District VPs will forward awards applications to the

appropriate State Awards Group A and B Chairs by date announced by State VP for Awards and Recognition.

5. Group A and B Chairs, along with their committee of District Vice Presidents, will judge award applications. Judging of awards is completed individually with a score sheet.

6. Winning applications and final score tally sheet will be sent to State VP for Awards and Recognition by March 10.

7. State VP will submit eligible applications to the regional director of the NEAFCS by April 1.

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

## **2008 AWARDS AND RECOGNITION COMMITTEE:**

Shelia Dalcoe - State VP for Awards and Recognition, Chair

District VPs for Awards and Recognition are: NW – Geissler Baker, SW – TBD, NE – Jewel Winslow, NC – Connie Sherrill, SC – Lori S. Ivey, SE – Sandra Head, and W – TBA

### **Awards Group A**

TBA (SW) - State Chair for Awards Group A which includes:

National Awards: Distinguished Service Award, NEAFCS/Greenwood Fellowship, Florence Hall, NEAFCS/Grace Frysinger Fellowship, Continued Excellence, New Professional Award, Environmental Education Award, Marketing Package Award, Extension Housing Outreach Award, Community Partnership, Early Childhood/Child Care Training Award, Food Safety Award, and NEAFCS Extension Educator of the Year.

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

Judging Committee Members: NW – Geissler Baker, NC – Connie Sherrill, SE – Sandra Head, W – TBA

### **Awards Group B**

Jewel Winslow (NE) - State Chair for Awards Group B which includes:

National Awards: Communications Awards, Para-Professional Award, Dean Don Felker Financial Management Award, Mary W. Wells Memorial Diversity Award, Program Excellence Through Research, SDA Clean Homes, Healthy Lifestyles Education Grant, and Excellence in 4-H Afterschool Programming.

State Awards: Youth Award

Judging Committee Members: SW – TBA, SC – Lori S. Ivey, NE – Jewel Winslow.

**Submitted by: Shelia M. Dalcoe, 2008 State VP for Awards and Recognition**