

How to Submit an Awards Package

- All updated information and forms related to NCAE4-HA and NAE4-HA awards will be posted to the Awards and Recognition link on the NCAE4-HA Website on or before October 31.
- If the award is linked to a national award (DSA, ASA, MSA, 25 Year, Communicator, Specialty, and Diversity), the applicant **MUST** complete the most recent year's National Application Form in addition to any required state forms. National applications **MUST** be emailed to the district recognition committee member.
- Application packages should be bound together with a paper clip. **DO NOT** use staples. All awards packets should be three-hole punched.
- Applicants **MUST** submit 8 (eight) copies of the entire awards application, including all supporting documentation, to their **DISTRICT** recognition chair or it will not be considered.
- When submitting a Communicator Award, limit each program/activity/project to only **ONE** award category.
- Each Communicator Award requires an abstract. The abstract should be clearly labeled and contain the required elements (objectives, impact results, target audience, methods, resources and costs, publishing, other).
- To access NAE4-HA member recognition information, you need your user name and password. Typically, your user name is the first letter of your first name, first letter of your middle name, and your entire last name. Your password is the first letter of your first name, your entire last name, and the last four digits of your work phone number.

