



National Extension Association
of Family and Consumer Sciences

North Carolina Extension Association of Family & Consumer Sciences

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

2020 Professional Development & 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 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, 2020 via email or US Mail.
 - a. Awards must be received by District President of Awards and Recognition via email or postmarked by January 30, 2020.
 - i. 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.
 - b. National Awards are to be entered online through the [NEAFCS website](#).
5. Review state award applications for completeness. Submit your [District Awards information online via the District Award Summary form](#) to the State VP of Awards and Recognition (Emily Troutman) by February 6, 2020.
6. By February 13, 2020 District VPs will receive state awards applications, link for national award, judging sheets and instructions for judging from State Vice President of Awards. State VP will assign 2 District VPs as co-chairs. Each member of the Awards Committee will judge all 2020 award applications. If a member of the Awards Committee submits an award, the State VP will judge that award, in place of that member, with the rest of the committee to avoid any conflict of interest in judging. Judging sheets should be completed and submitted per instructions provided by the State VP Chair by February 22, 2020.
7. Recognize State Award Winners at the District Association Meetings and gatherings AFTER state meeting.
8. 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 & Recognitions.
9. Submit reimbursement requests (along with receipts) to the District President for approval for reimbursement of expenses for mailing district applications.

State Chairs for Awards Responsibilities:

1. Familiarize yourself with the NEAFCS Awards Manual. Go to 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, 2020, State Chairs will receive the judging results from District Vice Presidents serving on the Awards Committee. In the event of tie, the State VP will review applications and

select a winner. Complete the [*2020 District Award Winner 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, 2020 deadline). By March 1, 2020 upload all judging sheets into the shared [Google Drive folder](#) and the *be sure to complete the [*2020 District Award Winner Sheet*](#)* for access from the State VP of Professional Development & Recognition (Emily Troutman).

4. Assist the State Vice President of Professional Development and Recognition in recognizing award winners at state meeting.
5. Submit reimbursement requests (along with receipts) to the State Vice-President of Professional Development and Recognition to be forwarded to the State President for approval.

State Professional Development 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 webmaster 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, 2020 email state award applications, link for national awards and judging sheets to District VPs of Awards and Recognition.
9. By March 1, 2020, receive all judging sheets and [*2020 District Award Winner Sheet*](#) 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, 2020 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 – 2020) 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, 2020 deadline.
12. Submit 2020 State Winner Form online (www.neafcs.org) by March 15, 2020 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.
16. Submit award information to the host district of all state award winners for the printed program for the Annual State Meeting.
17. 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. Be sure to determine if there is an additional cost for more than one banquet guest accompanying awardee. Once compiled, send this list to the host district for seating arrangements.
18. 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.
19. Organize the presentation of awards and recognize the winners (and guests) at the State Meeting. Host district is responsible for decorating, inviting speakers/guests, and layout of ceremony. State

VP is only responsible for coordinating presentation of awards.

20. 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.
21. Contact State President to order corsages for national winners to wear at the National Meeting Awards Banquet.
22. Keep accurate and detailed records of Awards & Recognition activities and expenses.
23. Submit reimbursement requests (along with receipts) to the State President for approval. Forms for requesting reimbursement can be accessed via the association web page.
24. Keep a permanent record of agents who have received Association awards and honors.
25. Submit an annual report via e-mail to the State VP for Public Affairs and present annual report at the State Business Meeting.
26. Organize Awards & Recognition Files and transfer the records to the incoming State Vice President of Awards & Recognition during annual training session at State Meeting.
27. 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.

2020 Awards & Recognition Timeline

Deadline	Objective	Task
November 15, 2019	Review and finalize Plan of Work	<ul style="list-style-type: none">- State VP A&R will review Plan of Work and make changes and updates- State VP will send Plan of Work to committee members for review- State VP of A&R will send finale POW to webmaster

December 2, 2019	Finalize awards announcement and notifications (see key documents folder in Google Drive)	<ul style="list-style-type: none"> - Encourage committee members to send an announcement to their district about awards process - Provide committee with awards procedures document
January 30, 2020	All national awards submitted online.	<p>Email should be sent to District VP of Awards and Recognition with the following information:</p> <ul style="list-style-type: none"> - Name(s) - Award Name County - District - Date award submitted online. <p>State awards should be either scanned and emailed to District VPs or postmarked and mailed to District VPs. <i>Email is the preferred method.</i></p>
February 6, 2020	Provide District Awards Summary sheet to State VP.	District VPs will upload district award applications into District Award Summary form online at go.ncsu.edu/districtawardform2020
February 13, 2020	Initiate District Awards judging process.	District VPs will receive state award applications, link for national awards and judging sheets.
February 22, 2020	Return judging sheets to committee co-chairs.	District VPs will send judging sheets to assigned committee co-chair. In the event of a tie, the State VP will review applications and select a winner.
March 1, 2020	Provide State VP with Winner Summary Sheets.	Co-chairs will upload judging sheets into shared Google folder and add names of winners 2020 District Award Winner Sheet (accessible only to co-chairs).
March 3, 2020	Announcement of winners.	State VP will notify winners. <i>National awards may be edited for any improvements suggested on judging sheets up until the March 15, 2020 deadline.</i>
March 15, 2020	Submit winner forms to National platform.	State VP will submit State Winner Form online. <i>Last day to complete national award applications, upload documents and/or make edits.</i>

NC PROCEDURES FOR SUBMITTING AWARDS:

1. Review NEAFCS General Eligibility Requirements and Awards Applications Information at www.neafcs.org (Awards Tab, Awards & Guidelines Manual).
2. Refer to the NEAFCS Awards Manual for all National Awards. Go to 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, 2020 via email or US Mail to your District VP of Awards & Recognition.
 - a. State awards must be received via email or postmarked by January 30, 2020.
 - b. National Awards are to be entered online through the NEAFCS website by January 30, 2020.
 - c. 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.

2020 NCEAFCS Awards and Recognition Committee:

State Vice President for Awards and Recognition, Chair - Emily Troutman

District Vice Presidents for Awards and Recognition

- North Central - Ivelisse Colon, Orange County
- Northeast - CatieJo Black, County
- South Central - Der Holcomb, Alexander County
- Southeast - Shenile Ford, Greene County
- West - Sue Estridge, Madison, Yancey, & Mitchell Counties

National Awards	
Early Childhood Child Care Training Award	Food Safety Award
NEAFCS Greenwood Frysinger Award	Marketing Package Award
NEAFCS Distinguished Service Award	Community Partnership Award
NEAFCS Continued Excellence Award	
NEAFCS Educator of the Year	Family Health & Wellness Award

Florence Hall Award	Environmental Education
NEAFCS Past President's New Professional Award	School Wellness
Human Development/Family Relationship	Master FCS Volunteer Award
Social Networking/Blog Category	Communications Television/Video Program Awards
Financial Management in Memory of Dean Don Felker Award	Educational Curriculum Package Award
Mary W. Wells Diversity Awards	Communications Educational Publications Awards
Program Excellence Through Research Award	Communications Photography Award
Communications Newsletters Awards	Communications Internet education Technology Award
Communications Written Press Awards	Extension Housing Outreach Award
Communications Radio/Podcast Program Award	Innovative Youth Program Development Award
Communications Educational Technology Award	

State Awards	
Early Career Award	Grange Award
Youth Awards	Federation: Leadership & Service Recognition Award

Note: The Ada Dalla Pozza award will not be included in the NCEAFCS call for awards. It will be included in the Extension call for awards and judged by the NCEAFCS Awards and Recognition committee.

2020 Professional Development Committee Plan of Work

Objectives:

1. Increase knowledge among all NCEAFCS members of the opportunities for professional development through formal study, through workshops and seminars, and through distance learning opportunities.
2. Encourage exchange of research findings between districts and from state and national levels.
3. Encourage attendance at the NEAFCS meeting.

Plan of Action:

1. Responsibilities of the District Professional Development Committee (Vice Presidents for Professional Development)

- a. Investigate mailing lists that Extension agents should be aware of that would help them learn about upcoming seminars, workshops, mail groups and other professional development opportunities. Send information to members via the FCS mail group or send them to the State VP for Professional Development for distribution.
- b. Encourage members to attain the most recent professional development activities at the various universities within the UNC system by accessing the website <https://www.northcarolina.edu/content/our-17-campus>
This is a comprehensive guide, since it can link members directly to any university within the system. Once on a particular university site, conduct a site search for upcoming professional development activities.
- c. Encourage members to become familiar with the NCEAFCS Professional Development Opportunities Handbook posted on the association's website under "Professional Development". Work with the State Vice-President of Professional Development to update

- the NCEAFCS Professional Development Opportunities Handbook.
- d. Ask district members to send you any information they receive about opportunities for seminars, workshops, and other professional development opportunities; compile and forward the information to the State Vice President for Professional Development. The State VP will send this out via the FCS mail group. (The requested format for submission: title of workshop or class, sponsor, place, cost, brief summary of program content, contact person and telephone number.)
 - e. Encourage members to share research they have done or have read about with other members at your district meetings. Ask them to prepare an abstract of their research to share with other agents at the 2020 state meeting. Send these research abstracts to the State Vice President for Professional Development by June 1, 2020.
 - f. Encourage attendance at the national meeting of NEAFCS. Investigate the possibility of your district giving a partial scholarship to a first-time attendee who does not receive county support.
 - g. Send names of those completing advanced degrees and completing certification programs to the State Vice President for Professional Development by June 12, 2020.
 - h. Encourage members to post to the FCS mail group any books or articles they read that would be useful to other agents.
 - i. It is the responsibility of the State VP of Professional Development to request PDU's from the National office for the NCEAFCS State Meeting for those with Certified Family and Consumer Sciences (CFCS) status.
 - j. Submit a yearly report of district accomplishments to the State Vice President for Professional Development by June 12, 2020.

2. Responsibilities of the State Vice President for Professional Development

- a. Solicit input from Extension specialists about upcoming Extension and non-Extension workshops and seminars that would be of interest to members.
- b. Compile mailing lists sent by district chairs and post to the FCS mail group.
- c. Update the NCEAFCS Professional Development Opportunities Handbook (created in 1999 and updated in July 2003) that is posted on the state association website at <http://www.ces.ncsu.edu/assn/nceafcs/pdhandbook.htm>
- d. Investigate opportunities that already exist for scholarships to attend the national meeting of NEAFCS.
- e. Recognize current members who have received advanced degrees and certification programs during the year with a small recognition gift. Recognition is to be given during annual business session.
- f. Follow-up with host district Vice President for Professional Development to make sure that PDU's are applied for those who with Certified Family and Consumer Sciences (CFCS) status.
- g. Compile written guidelines on how to apply for PDU's for those with are Certified Family and Consumer Sciences (CFCS) status and post on the web.
- h. Compile district accomplishments and post the State Annual Report by August 1, 2020.
- i. Prior to the NCEAFCS State Meeting in 2020, send a reminder to the FCS mail group about the Leadership Development Session that is held during the state meeting. Explain what the session is about and who is expected to attend.

Committee Members:

Emily Troutman (W) Chair, Ivelisse Colon, CatieJo Black, Shenile Ford, Sue Estridge, Der Holcomb, Regina Moseley

Submitted By,

Emily Troutman

2020 State VP for Professional Development & Recognition

Updated 11/2019