

## Awards Guidelines 2013

It is time to start thinking about applying for the 2013 NEAFCS awards. All entries must be submitted to your affiliate awards chair by your affiliate due date. Each affiliate awards chair will then forward their affiliate award winning entries. These entries must be postmarked and sent to me by Tuesday, February 15<sup>th</sup>, 2013. This sounds like a long time away but we each know how fast deadlines can creep up on us, so start planning now! If you are unsure of the award categories, an overview can be found at [neafcs.org](http://neafcs.org) on the Awards page in the **Awards-at-a-Glance**.

The complete **2013 Awards Manual** can be found under the Awards tab on the NEAFCS web site. It is important that applications fit within the award category, so check the guidelines and requirements for each award. Not all programs fit in all categories, make sure you carefully follow the specific award guidelines, i.e., years of service, etc. The requirements are different for each award and those that do not follow the guidelines will be disqualified. If you have any questions please contact your affiliate awards chair or feel free to contact me at [kellyme@missouri.edu](mailto:kellyme@missouri.edu).

All award applicants are required to submit an on-line application form. The online form should be submitted electronically by the NEAFCS member from the drop down bar when your cursor is placed over the Awards tab area of the NEAFCS website. The online award application form will be up and ready to accept applications as soon as changes have been made to the web site— watch for more information about that specific date. As in the past, members who have not paid their current dues will not be eligible for awards in 2013.

**The 2013 awards manual contains all changes and updates so please read through the manual carefully before submitting your award application. Be sure to follow the General Eligibility Guidelines on pages 3 – 5 of the Awards Manual in addition to specific requirements for each awards' category.**

### Tips For Writing Award Winning Entries

1. Ask yourself: What programs or materials were most successful? Which awards categories match my best work? It may fit in more than one category. Communications awards are a great place to start.
2. Set a goal of applying for at least one award every year, either as an individual or a team.
3. If at first you don't succeed try, try again. Review previous comments from judges. Decide if you want to apply in the same category or in a different one. Revise the application and add any new results. The judges and applicant pool are different every time, so keep trying. You can continue to reapply until you win a "national first place".
4. Follow the application directions *exactly*. Don't forget anything.
5. Tell your story clearly. How does this project make a difference? Why is this method so successful?

6. Review the judging criteria. Do you have *all* the necessary information and materials in your application? Is the application complete? Is it easy to read?
7. A good photograph is worth a thousand words.
8. Start early and have an experienced colleague or mentor review your application prior to submission. Check for spelling, typos and grammar!
9. Make the application package look good - no tiny print or poor photocopies. Be sure printing is sharp, that CDs work and the layout looks neat. Package, as appropriate, in a binder or folder. Label everything in your application package and organize to make it easy for judges to review the materials.
10. Make sure that the printed copy of the on-line application is the front of your application package and can be seen without opening the cover.
11. Allow adequate time to get any necessary letters of recommendation. Just like each of us, administrators are busy people.
12. All applications should include a 5 X 7" action photo of the applicant.

For more tips on how to submit an award winning application, see the **Award Winning Applications FAQs** on the Awards page of the web site.

Now is a good time of year to reflect back on all the great work that you do and begin putting your materials together for an award winning entry. Be sure to check with your affiliate awards chair so you know the submission deadline for your affiliate and circle it in red on your calendar.

**Questions?** Contact Maude Kelly, NEAFCS Vice President for Awards and Recognition at [kellyme@missouri.edu](mailto:kellyme@missouri.edu) or by phone at 573-438-2671.