

November, 2013

Dear Affiliate Vice-Presidents for Awards and Recognition and Committee Chairs,

Please read and familiarize yourself with this information because it contains instructions you will need to successfully submit awards for your affiliate members for regional and national competition.

### **2013 Awards Manual**

The updated Awards Manual is now on the web site. Please refer to it for procedures and methods for entering. Please note specific requirements for eligibility for each award and assure that those awards forwarded for regional and national judging fulfill the eligibility and application requirements and are complete and signed. Please do not forward incomplete or ineligible awards for regional and national judging.

### **On-line Application Forms**

All on-line application **forms** will be submitted electronically by the NEAFCS member through a drop down bar that shows up right under the Awards tab on the web site. The National Office will send an email when it is ready to be accessed. The printed copy of the online application page should be the cover of the application package and should be easily viewed without opening a cover.

The judging sheets are available at the NEAFCS website in the awards section, so you may judge your awards at any time. Please note *new members will not be able to submit an awards application until we have received and processed their membership application*, so if you have new members who may want to apply for an award, please make sure we receive their membership application as soon as possible. After the on-line application form is ready to go for 2013, all applicants will be instructed to print a copy of the electronic submission to enclose with their award materials. Each award application will be assigned a unique entry number that will appear at the top of the award application. There will be an edit button that applicants will be able to use after the application is submitted if they need to make minor changes, such as adding a team member or changing the word summary, etc. This will make the award count more accurate, instead of re-applying for the same award because a change in the application was needed. It also might be helpful if members keep a printed copy of the application form for themselves, or if the affiliate awards chair keeps a copy, for record-keeping purposes.

It is expected that individuals prepare and submit their own on-line award applications. The system cannot handle nominations by others at this time.

As in the past, the on-line application contains an *optional* field asking applicants to spell out their name phonetically. The Awards Ceremony committee has asked for this to help them when pronouncing award winner names during the awards ceremony.

## **Judging Sheets**

Judging sheets are posted on the Awards page. **Please do not send judging sheets with your affiliate award entries.** These are for your use only. The judging sheets have been updated to accurately reflect what is submitted with the award application.

## **Distinguished Service Award (DSA) and Continued Excellence (CE) Awards**

The DSA and Continued Excellence Awards are service awards, and are selected at the affiliate level. Most affiliates have their own methods. NEAFCS allows you as an affiliate to determine who is worthy to receive these prestigious awards. There are no judging sheets for these awards. Suggestions for selecting your winners on the basis of the judging criteria are outlined on the web at [www.neafcs.org](http://www.neafcs.org). When you select the application for submission as an affiliate winner, their name will show up on the affiliate winners list you print and submit with your affiliate's winning applications and materials. The only thing that needs to be sent on for these two awards is a printed copy of the online application. Please keep all other materials for DSA and CE in your state. The on-line system will confirm that the DSA & Continued Excellence applicants meet the minimum number of years of membership required for each award. You will still need to double check that the Continued Excellence applicant has received the DSA prior to the current year.

## **Award Word Summaries**

The on-line award application has a word count in place for the 30-word summary. It is the easiest if the award applicant uses a word processing program to write their summary and use the word count in that program, then cut and paste it into the on-line application form. The thirty word summary will be used for the awards banquet.

## **Individual and Team Awards**

Individuals and/or teams may receive only one national award or fellowship in the same year, but may submit applications in more than one category. A member may receive one individual and one team award as the lead author in the same year. This does not include the DSA, Continued Excellence, or the Extension Educator of the Year Award. If a member is selected for two or more national awards, that member will be contacted personally and they may decide which one they would prefer to accept.

## **Signatures and Letters of Recommendation**

Be sure that the application has the appropriate signatures. Don't let the forms get past you; they will simply be disqualified at another level. Please make sure that if the award requires a letter of support that it is included with the award application or it will be disqualified as incomplete.

## **Packaging and Mailing Award Entries**

If you aren't sure how to package and mail your applications, be sure to check the web site. You will also find information about how many entries your affiliate may have, depending on your affiliate membership as of January 1. When you submit winning affiliate entries for further competition, the on-line system will only allow you to submit

the number of entries in each category that your state is eligible to submit based on its membership as of January 1. Affiliates with 1 - 50 active members may submit one award per category; 51 - 100 may submit 2; 101 - 150 may submit 3; 151 - 200 may submit 4; and 201 and up may submit 5. This includes all awards, except the Extension Educator of the Year Award. Affiliates may send in all Extension Educator of the Year Award applications that are submitted. Award applications should be packaged in appropriate plastic sleeves, vu-binders, or notebooks. Awards that do not have supplemental materials may be best displayed in a clear front report cover with three double pronged fasteners. Those that have bulky supplemental materials, including videos, CDs, DVDs or any other item will judge easier in a three ring notebook that the supplemental materials can be displayed in without damaging the contents or the item to be included in the award application. Brochures, flyers, newsletters, or other supplemental pieces need to be in separate plastic sleeves and clearly labeled. CDs, DVDs, and video tapes need to be labeled and securely attached to the three ring binder so they do not become separated from the award application. Make sure all supplemental pieces are clearly marked with the name, award, and affiliate. Be sure to include all supporting documents and the On-line Award Application with all awards. The signed on-line award application form should be the first page/cover of the awards packet.

### **On-Line Award Winner Selection Process**

Affiliate VPs and Awards chairs will be able to access a link in the members' only area of the web site to view a list of applications submitted by your members. Once you have completed judging applications locally, you, the Awards Chair, will then be able to select, on-line, those entries your affiliate is submitting for further competition. Once again, this will only work for those members who have *paid dues*. If they have not paid their dues, the entry will appear as "invalid" and you will *not* be able to submit that application for further competition. After you have completed the online selection form for your affiliate winners, you will be instructed to print off a submission summary form to enclose with your entries. It is important that you complete this final step and enclose a copy with your award entries.

***All awards must have a computer-generated award application form*** to be judged at the regional and national level, or they will be disqualified, as they would not be in our data base of award applicants. The award application form should be printed out and will become be the first page/cover of the award entry packet.

### **Mailing Affiliate Award Entries**

After you enter online your affiliate winners, you will be able to print off an Affiliate Award winners form to mail in with your entries. All affiliate winning award applications must be postmarked and shipped by **February 15<sup>th</sup>, 2013**, or earlier. ***If I receive a package postmarked after February 15<sup>th</sup>, I will have no choice but to return it unopened.***

SEND AWARDS TO:

Maude Kelly

VP AWARDS & RECOGNITION – NEAFCS

University of Missouri Extension

113 N. Missouri St., Suite A

Potosi, MO 63664

### **Returning Award Entries**

Award application packages will no longer be returned. Please encourage members to make a copy for their files. If the award is a national winner, winners can pick up their awards application at the Awards Exhibit Booth at the conclusion of the Exhibits time during annual session. Application packages not picked up will not be returned.

Everything else you might need to know about award submissions can be found in the awards manual on the NEAFCS web site at:

<http://www.neafcs.org/content.asp?pageID=19>

If you have any question please feel free to contact me at my email: [kellyme@missouri.edu](mailto:kellyme@missouri.edu) or phone my office at 573-438-2671.

Best wishes for a successful awards year!