

2016-2017 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Awards Display and History

Subcommittee Chair: Kayla Craft, Georgia kayc14@uga.edu (2016 NEAFCS - Montana)
Subcommittee Chair-elect: Vacant (2017 NEAFCS - Nebraska) Mitzi Parker
Subcommittee Apprentice: Vacant
Subcommittee Past Chair: Rachel Hubbard, Georgia, rubynell@uga.edu

Strategic Plan 2017-2020 Goal 1: Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming Strategies:

- Mentor members in understanding awards opportunities and procedures

Subcommittee Goal: To recognize 2017 National awards winners in a public display so members may see: **a)** how award winners put an award-winning package together, **b)** to provide networking opportunities for award winners to educate others about their effective programming, and **c)** promote organizations that sponsor awards. Also, work with historian to compile awards history from 1990 to present.

Objective:

- Set up a professional and attractive exhibit in the NEAFCS Exhibit Hall of award winning applications and recipients for the Awards Programs at the annual session. 2017 NEAFCS will be held October 16-19, 2017 in Omaha, Nebraska.

What? (action steps)	Responsible for (specific name)	When? (specific date)
1. Award applications will include a 5x7 action photo in packet.	Individual Applicants	Awards Due Date 2017
2. Email award winning photo links and application to subcommittee chair.	Awards VP	May – June 2017
3. Communicate needs for exhibit space to VP for Professional Development and National Office. Request tables (usually six), and other equipment as needed.	Subcommittee Chair	August 2017 Or deadline set by National Office
4. For each winning award application there will be a picture displayed, 1 st , 2 nd , and 3 rd for each award category. These will be put on display at NEAFCS.	Subcommittee Chair Ask Dianne for help if needed	July 2017
5. Email first place national winners and instruct them to Print Award Application cover sheet to go in the front of all award winning applications that will be displayed at the conference on the tables under the display boards.	Subcommittee Chair	
5. Order disposable science display boards (or other idea) in blue or white (need at least 4 -6 panels for display), tables (4 to 6). Create a theme or booth idea to compliment the Award Display at the National Conference to stimulate members to visit.	Subcommittee Chair Communicate your ideas with Awards VP	July 2017
6. Schedule committee members to assist with set up and take down of display. Also members to periodically check the table for neatness and organization of applications.	Subcommittee Chair	Prior to Annual Session. Post information via Email on the NEAFCS committee website.

7.	Upload pictures to awards display poster template.	Subcommittee Chair	August 2017
8.	Print and laminate a NEAFCS logo and signs to be used at the Award Display Booth. NEAFCS colors are blue, white and black. Also print copy of current Awards Manual for reference.	Subcommittee Chair	August 2017
9.	Set up exhibit/booth at NEAFCS during the Exhibit Hall Vendor set-up hours. Check Annual Session handbook or check with Awards VP.	Subcommittee Chair and volunteers	October 2017
10.	Arrange for at least two people to be present during Exhibit Take-Down/Check-Out. Create a sign-out system to verify person picking up award winning application to prevent theft. Check schedule for times and dates of check-out.	Subcommittee Chair	October 2017
11.	Work with NEAFCS historian to compile awards history from 1990 to present.	Diane Gertson	October 2016-September 2017
12.	Work with Past Chair to recruit apprentice and committee members.	Chair and Awards VP	October 2017