

**2016-2017 ACTION PLAN**  
**Committee: Awards & Recognition**  
**Subcommittee: Awards Training**

**Subcommittee Chair:** Cheri Burcham, Illinois [cburcham@illinois.edu](mailto:cburcham@illinois.edu)  
**Subcommittee Chair-elect:** Roxie Price, Georgia  
**Subcommittee Apprentice:**  
**Subcommittee Past Chair:** Barbara Hennard, Ohio [hennard.1@osu.edu](mailto:hennard.1@osu.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 increase member participation in NEAFCS awards program.

**Objective:** Educate NEAFCS Members to apply for national awards and how to encourage NEAFCS members to put together a successful awards application package.

What? (action steps)	Responsible for (specific name)	When? (specific date)
1. Check that updated Awards Manual and Awards Application Form is published on neafcs.org site for access by members	Dianne Gertson	October 2016
2. Send email to all 2015 award winners asking them to mentor a peer to apply	Dianne Gertson	Dec 2016
3. Prepare article for Presidents and Award VPs listserv regarding changes in awards and to promote awards process. Send.	Dianne Gertson	Nov 2016
4. Update and continue to use listserv for Presidents, Vice Presidents, and committee members to provide information on awards process in a timely manner.	Dianne Gertson and national office	Ongoing
5. Contribute monthly "Awards Tips" to the NEAFCS newsletter (or do e-blast to general membership) TOPICS:	Send to Dianne Gertson Monday before the first Friday of each month	Monthly (see below)
*Update re new awards and changes	Dianne (11/30)	Dec 2016
*Tips on Support materials, action photo. Check affiliate award deadlines as send there first.	(12/30)	Dec 2016
*Edit/proofread your application; have others review it.		Jan 2017
Award Kickoff: Encourage members to begin thinking of 2017 awards	(10/30)	Nov 2016
Tackling the Task: Motivate members to begin award applications for 2017 awards	(4/30)	May 2017
6. E-mail affiliate VPs to remind them of tasks to be done (i.e. affiliate deadlines input, national deadlines)	Dianne Gertson	Dec 2016, Jan 2017
7. Send e-mail to affiliate VPs for input and needs relating to awards	Dianne Gertson	April / May 2017
8. Prepare e-blast to promote the Awards	Dianne Gertson	July / August 2017

	Training for general membership concurrent session at annual conference.		
9.	Conduct an Awards Training concurrent session at Annual Session for general membership (applicants)	Barb Hennard/whoever else on committee that would like to assist	At Annual Session October 16 - 19, 2017 Omaha, NE
10.	Conduct training session for affiliate vice presidents for awards and recognition at Annual Session. Share methods for increasing participation from affiliates.	Dianne Gertson	At Annual Session