

2018 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Awards Training

Subcommittee Chair: Roxie Price, Georgia - roxieb@uga.edu
Subcommittee Chair-elect: Diane Reinhold, Illinois - dreinhol@illinois.edu
Subcommittee Apprentice: Loren Wells, West Virginia - loren.wells@mail.wvu.edu
Subcommittee Past Chair: Cheri Burcham, Illinois - cburcham@illinois.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 members on how to apply for online national awards and how 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	Susan Routh	October 2017
2. Send email to all 2017 award winners asking them to mentor a peer to apply	Susan Routh	Dec 2017
3. Prepare article for Presidents and Award VPs list serve regarding changes in awards and to promote awards process. Send.	Susan Routh	Nov 2017
4. Update and continue to use listserv for Presidents, Vice Presidents, and committee members to provide information on awards process in a timely manner.	Susan Routh and national office	Ongoing
5. Contribute monthly "Awards Tips" to the NEAFCS newsletter (or do e-blast to general membership) TOPICS:	Send to Susan Routh before the 25 th of each month listed below.	Monthly (see below)
*Update on new awards and changes	Susan Routh	Nov 2017
*Tips on Support materials, action photo. Check affiliate award deadlines as send there first.	(11/25)	Dec 2017
*Edit/proofread your application; have others review it.	(12/25)	Jan 2018
Award Kickoff: Encourage members to begin thinking of 2018 awards	(10/25)	Nov 2017
Tackling the Task: Motivate members to begin award applications for 2019 awards	(4/25)	May 2018
6. E-mail affiliate VPs to remind them of tasks to be done (i.e. affiliate deadlines input, national deadlines)	Susan Routh	Dec 2017, Jan 2018
7. Send e-mail to affiliate VPs for input and needs relating to awards	Susan Routh	April / May 2018
8. Prepare e-blast to promote the Awards Training for general membership concurrent session at annual conference.	Susan Routh	July / August 2018
9. Conduct an Awards Training concurrent session at Annual Session for general membership (applicants)	Roxie Price/whoever else on committee that would like to assist	At Annual Session September 24-27, 2018
10. Conduct training session for affiliate vice presidents for awards and recognition at Annual Session. Share methods for increasing participation from affiliates.	Susan Routh & Committee Members	At Annual Session