**2019 ACTION PLAN**

**Committee: Awards & Recognition**

**Subcommittee: Awards Ceremony**

**Subcommittee Chair: Dianna Bowen, AR,** [**dbowen@uaex.edu**](mailto:dbowen@uaex.edu) **and Laurie Osgood, FL,** [**osgoodlb@ufl.edu**](mailto:osgoodlb@ufl.edu)

**Subcommittee Chair-elect: Samantha Kennedy, FL,** [**skennedy@ufl.edu**](mailto:skennedy@ufl.edu)

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**Subcommittee Past Chair: Terrie James, AR,** [**tjames@uaex.edu**](mailto:tjames@uaex.edu)

**Strategic Plan 2018-2019 Goal 1:** Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming.

**Subcommittee Goal:** To recognize and honor 2019 award winners in a professional setting at the NEAFCS Annual Session in Hershey, Pennsylvania.

**Objective:**

Plan, organize and implement the Awards Ceremony at the Annual Session in Hershey, Pennsylvania.

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|  | What?  (action steps) | Responsible for  (specific name) | When?  (specific date) |
| 1. | Communicate facility needs for Awards Banquet space with AS planning committee and National Office. | Susan Routh | Spring 2019 |
| 2. | Hold committee calls to discuss logistics of awards ceremony and planning. Update spreadsheet. | Susan Routh & Committee members | June 2019 |
| 3. | Plan Awards Ceremonies for all awards at 2019 Annual Session. | Susan Routh, Dianna Bowen, and Laurie Osgood | August-September 2019 |
| 4. | Review and update web press releases for access by winners. | Susan Routh &  National Office | August 2019 |
| 5. | Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use Awards Ceremony committee list found at neafcs.org to contact. Let Susan Routh & RDs know names & email addresses. | Dianna Bowen and Laurie Osgood | Late July or Early August 2019 |
| 6. | Send email to award winners asking them to RSVP for awards banquet. Also remind to RSVP any guests. Limit to 1 guest per person seated at table. | Susan Routh & National Office | June 1, 2019 |
| 7. | Send reminder email to all award winners asking them to RSVP for awards banquet and give instruction on arrival time to banquet. | Susan Routh and National Office | August 1, 2019 |
| 8. | Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program. | Will Ferguson, Susan Routh, Dianna Bowen and Laurie Osgood | Prior to final proof/edit of awards program  August 2019 |
| 9. | Communicate with National Office about printing awards in order of program for regions and awards ceremony | Susan Routh, Dianna Bowen, and Laurie Osgood | August 2019 |
| 10. | Conference call with committee to discuss logistics for ceremony. | Dianna Bowen, Laurie Osgood & Committee members | July 2019 |
| 11. | Write Awards Ceremony script using information provided by National Office & Susan Routh. Files: 30 Word Summary; Banquet RSVP; Awards RSVP with number of Team Members & Guests | Will Ferguson, Susan Routh, Dianna Bowen and Laurie Osgood | August 15, 2019 |
| 12. | Create seating chart for ceremony. | Dianna Bowen and Laurie Osgood | August 15, 2019 |
| 13. | Review Awards Ceremony Script & Seating Chart. | Dianna Bowen Laurie Osgood, Samantha Kennedy, and Jenn Hagen | 2019 Annual Session |
| 14. | Distribute regional award certificates prior to regional meetings. Have final list of awards for regional meetings for reading. | Susan Routh, Dianna Bowen, Laurie Osgood, and Samantha Kennedy | 2019 Annual Session |
| 15. | Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony | Dianna Bowe, Laurie Osgood, and Committee | 2019 Annual Session |
| 16. | Conduct Awards Ceremony recognizing award winners present at Annual Session. | Dianna Bowen, Laurie Osgood and all committee members | 2019 Annual Session |
| 17. | Ask that absentee awards be picked up by state affiliate VP of Awards or affiliate designee at Annual Session. Have a page ready for signatures/states that pick up absentee awards. | Susan Routh | 2019 Annual Session |