**2019 ACTION PLAN**

**Committee: Awards & Recognition**

**Subcommittee: Awards Training**

**Subcommittee Chair: Diane Reinhold, Illinois -** [**dreinhol@illinois.edu**](mailto:dreinhol@illinois.edu)

**Subcommittee Chair-elect: Keishon Thomas, Georgia,** [**thomaskj@uga.edu**](mailto:thomaskj@uga.edu)

**Subcommittee Apprentice: Jheri-Lynn McSwain, Texas,** [**jlmcswain@ag.tamu.edu**](mailto:jlmcswain@ag.tamu.edu)

**Subcommittee Past Chair: Roxie Price, Georgia -** [**roxieb@uga.edu**](mailto:roxieb@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 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.

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|  | What?  (action steps) | Responsible for  (specific name) | When?  (specific date) |
| 1. | Conduct webinar training session. Share methods for increasing participation from affiliates. | Susan Routh, Diane Reinhold & Committee Members | November 2018 |
| 2. | Send email to all 2018 award winners asking them to mentor a peer to apply | Susan Routh | Dec 2018 |
| 3.  . | Contribute monthly “Awards Tips” to the NEAFCS newsletter. Use Newsletter Article Templates and submit Author’s Picture. TOPICS: | Send to Susan Routh before the 25th of each month listed below. | Monthly  (see below) |
|  | \*Update on new awards and changes | Committee Member | Nov 2018 |
|  | \*Tips on Support materials. Check affiliate award deadlines. | Committee Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(11/25) | Dec 2018 |
|  | \*Edit/proofread your application; have others review it. | Committee Member\_\_\_\_\_\_\_\_\_\_\_\_(12/25) | Jan 2018 |
|  | Award Kickoff: Encourage members to begin thinking of 2019 awards | Committee Member:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (10/25) | Nov 2018 |
|  | Tackling the Task: Motivate members to begin award applications for 2020 awards | Committee Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(4/25) | May 2019 |
| 4. | Conduct an Awards Training concurrent session at Annual Session for general membership (applicants) | Diane Reinhold/  Committee Members | At Annual Session  September 30-October 3, 2019 |