

2020 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Awards Ceremony

Subcommittee Chair: Samantha Kennedy, FL, skennedy@ufl.edu

Subcommittee Chair-elect: Jenn Hagen, FL, jhagen@ufl.edu

Subcommittee Apprentice: Donna Jung, OK, donna.stangl@okstate.edu

Subcommittee Past Chair: Dianna Bowen, AR, dbowen@uaex.edu and Laurie Osgood, FL, osgoodlb@ufl.edu

Strategic Plan 2019-2020 Goal 1: Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming.

Subcommittee Goal: To recognize and honor 2020 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.

	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.	Julie Garden-Robinson	Spring 2020
2.	Hold committee calls to discuss logistics of awards ceremony and planning. Update spreadsheet.	Julie Garden-Robinson & Committee members	June 2020
3.	Plan Awards Ceremonies for all awards at 2019 Annual Session.	Julie Garden-Robinson and Samantha Kennedy	August-September 2020
4.	Review and update web press releases for access by winners.	Julie Garden-Robinson & National Office	August 2020
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 Julie Garden-Robinson & RDs know names & email addresses.	Samantha Kennedy	Late July or Early August 2020
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.	Julie Garden-Robinson & National Office	June 1, 2020
7.	Send reminder email to all award winners asking them to RSVP for awards banquet and give instruction on arrival time to banquet.	Julie Garden-Robinson and National Office	August 1, 2020
8.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	Will Ferguson, Julie Garden-Robinson, and Samantha Kennedy	Prior to final proof/edit of awards program August 2020
9.	Communicate with National Office about printing awards in order of program for regions and awards ceremony	Julie Garden-Robinson and Samantha Kennedy	August 2020

10.	Conference call with committee to discuss logistics for ceremony.	Samantha Kennedy & Committee members	July 2020
11.	Write Awards Ceremony script using information provided by National Office & Julie Garden-Robinson. Files: 30 Word Summary; Banquet RSVP; Awards RSVP with number of Team Members & Guests	Will Ferguson, Julie Garden-Robinson, and Samantha Kennedy	August 15, 2020
12.	Create seating chart for ceremony.	Samantha Kennedy	August 15, 2020
13.	Review Awards Ceremony Script & Seating Chart.	Samantha Kennedy, Jenn Hagen, and Donna Jung	2020 Annual Session
14.	Distribute regional award certificates prior to regional meetings. Have final list of awards for regional meetings for reading.	Julie Garden-Robinson, Samantha Kennedy, and Donna Jung	2020 Annual Session
15.	Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony	Samantha Kennedy and Committee	2020 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Samantha Kennedy and all committee members	2020 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.	Julie Garden-Robinson	2020 Annual Session