

2021-2022 ACTION PLAN

Committee: Awards Ceremony Committee

Committee Chair: Donna Jung, donna.stangl@okstate.edu

Committee Chair-elect: Lesa Rauh lesa.rauh@okstate.edu and Christy Stuth cread@arizona.edu

Committee Apprentice: Emily Marrison [marrison.12@osu.edu](mailto:12@osu.edu) and Darlene Minniefield minnida@auburn.edu

Committee Past Chair: Jennifer Hagen, jhagen@ufl.edu

Strategic Plan Goal:

Recognize and promote excellence, diversity and scholarship in NEAFCS programming

Committee Goal: To recognize and honor 2022 award winners in a professional setting at the NEAFCS Annual Session in Raleigh, NC.

Objectives: Plan, organize and implement the Awards Ceremony at the Annual Session in Raleigh, NC.

	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.	VP, Will Ferguson	Spring 2022
2.	Hold committee calls to discuss logistics of awards ceremony and planning. Schedule meetings in advance so more members can participate.	Donna Jung	6/1/2022
3.	Plan Awards Ceremonies for all awards (regional and national) at 2022 Annual Session.	VP, Donna Jung	REGIONAL: June 2022 NATIONAL: August/September 2022
4.	Review and update web press releases for access by 2022 winners.	VP, National Office	8/1/2022
5.	Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use the Awards Ceremony committee list found at neafcs.org to contact. Let VP and RDs know names & email addresses.	Donna Jung	Late July or Early August 2022
6	Send email to award winners asking them to RSVP for the awards banquet. Also, remind to RSVP to any guests. Limit to 1 guest per person seated at the table.	VP, Will Ferguson	6/1/2022

7.	Send a reminder email to all award winners asking them to RSVP for the awards banquet and give instruction on arrival time to the banquet.	Will Ferguson	8/1/2022
8.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	Will Ferguson, Recognize and promote excellence, diversity and scholarship in NEAFCS programming VP, Donna Jung	Prior to final proof/edit of awards program August 2022
9.	Communicate with National Office about printing awards in order of program for regions and awards ceremony.	Recognize and promote excellence, diversity and scholarship in NEAFCS programming, Donna Jung	8/1/2022
10.	Conference call with the committee to 8/15/2022 discuss logistics for the ceremony.	Donna Jung, committee members	7/1/2022
11.	Write Awards Ceremony script using the information provided by National Office & VP Files: 30 Word Summary; Banquet RSVP; Awards RSVP with the number of Team Members & Guests.	Will Ferguson, VP, Donna Jung	8/15/2022
12.	Create a seating chart for the ceremony.	Donna Jung, Will Ferguson, committee members (sub-subcommittee)	8/15/2022
13.	Review Awards Ceremony Script & Seating Chart.	Donna Jung, Lesa Rauh, Christy Stuth	2022 Annual Session
14.	Distribute regional award certificates prior to regional meetings. Have a final list of awards for regional meetings for reading.	VP, Donna Jung, Lesa Rauh, Christy Stuth	2022 Annual Session
15.	Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony.	Donna Jung, committee members	2022 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Donna Jung, committee members	2022 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	VP	2022 Annual Session

	ready for signatures/states that pick up absentee awards.		
--	---	--	--