

**2023 ACTION PLAN**  
**Committee: Awards Sponsorship Support**  
**Awards & Recognition Vice President – Samantha Kennedy**

**Committee Chair:** Dr. Roseanne Scammahorn - [Scammahorn.5@osu.edu](mailto:Scammahorn.5@osu.edu)

**Committee Chair-elect:**

**Committee Apprentice:**

**Committee Past Chair:** Melissa J. Rupp - [rupp.26@osu.edu](mailto:rupp.26@osu.edu)

**Strategic Plan Goal:**

Maintain adequate financial resources to continue funding quality awards and recognition.

**Committee Goal:** To raise funds, \$5000 through silent auction and \$5000 through alternate giving options, to provide support of the awards given at the annual session.

**Objectives:**

1. Raise money annually for award fund development through the silent auction.
2. Build and promote the Star Donor Program through partnership with Ambassador program
3. Explore alternative items for fundraising with brand recognition (i.e.: Raffle, Penny Social, etc.)
4. Create a more fluid bidder experience for the silent auction by creating a video explaining how to register.
5. Create a foam board welcome poster with registration instructions/process.

	What? (action steps)	Responsible for	When? (2022-23)
1.	Send Thank you notes to donors via email or postal service	Melissa J. Rupp	12/1/2022
2.	Close out 2022 Star Donor program and update donor list.	Melissa J. Rupp	12/31/2022
2.	Prepare newsletter article for results of the silent auction.	Roseanne Scammahorn	1/10/2023
3.	Prepare and submit an article thanking star donor club members and talking about the new opportunity to give	Roseanne Scammahorn	1/10/2023
4.	Silent Auction timeline for 2022 with guidance/recommendations.	Roseanne Scammahorn and Melissa J Rupp	3/31/2023
5.	Notify VP of Awards and Recognition and/or National Office about needs and logistics for Rhode Island site, including tables and timeframe	Roseanne Scammahorn	3/31/2023
6.	Develop marketing strategy for the year	VP of Awards and committee	4/1/2023

7.	Coordinate with VP of Awards & Recognition on sponsorship opportunities and silent auction donations from exhibitors.	VP of Awards and Committee	5/1/2023
8.	Provide affiliate Presidents with information on silent auction and host needs (including any item restrictions, such as alcohol)	Roseanne Scammahorn	6/1/2023
10.	Train members and Board on how the auction works and the procedures for the year.	Roseanne Scammahorn and Will Ferguson	7/1/2023
11.	Recruit helpers as needed for the Silent Auction in Rhode Island	VP of Awards and Will Ferguson	8/1/2023
12.	Setup, conduct, and tear down the silent auction at NEAFCS Annual Session in Rhode Island	Roseanne Scammahorn, Committee and volunteers	9/1/2023

Silent auctions maintain a virtual presence and are open to all.