Awards Manual
General Eligibility Requirements & Awards Application Information

ELIGIBILITY

1. To qualify for awards or fellowships, dues must be paid to the national treasurer by January 1, 2012. The only exception is for non-members on team award applications.
2. The team leader for a team award application must be a NEAFCS member. All team members must have paid their dues by January 1 of the year applying to be considered eligible for the team award as an NEAFCS member.
3. Team members who are not members of NEAFCS are not eligible for monetary awards and will receive only a certificate.
4. Individuals and/or teams may receive only one national first place award in the same year, but may submit applications in more than one category. A member may receive a first place individual and a first place team award in the same year. This requirement does not include the Distinguished Service Award or the Continued Excellence Award.
5. A member, as an individual or team member, may not receive the same national award in two consecutive years.
6. NEAFCS members are not permitted to pay dues for past years in order to extend the years of membership for award eligibility.
7. Award winners must receive 85 points or more on each judging sheet to be a national winner, and 80 points or more on each judging sheet for regional recognition. If an award has more than one national winner, on the regional level, applications receiving at least 80 points on each judging sheet will be recognized as regional finalists with the same number of winners regionally as for the national award. For awards with first, second and third place national winners, there will be first, second and third place regional winners.
8. All awards will be presented at the NEAFCS Annual Session.

PROCEDURE and FORMAT

1. Only one (1) copy of the Online Awards Application is required, this copy is the printout that is received following the submission of the online application. Only those awards that are applied for online will be judged. Do not use previous year's award application forms, as they will not be in the online judging system. The applicant and Affiliate awards chair need to sign each application form. The online award application form should be placed as the cover of the award packet. (Judges should not need to open a cover to see the online application.)
2. Judging criteria is listed for each award. Please check under each award entered for specific requirements and eligibility. Consult the judging sheet (available on the website) also to insure that all requirements are met.
3. Letters of support are required for the following: Greenwood Frysinger, Florence Hall, New Professional, Mary W. Wells Memorial Diversity Award, NEAFCS Educator of the Year, and the Community Partnership Award. Letters of support for the Distinguished Service or Continued Excellence Awards are not required at the national level.
4. Affiliates are allowed to submit the following number of applications for awards, as related to paid active Affiliate membership on January 1st. This applies to all awards, including the Distinguished Service Award and the Continued Excellence Award, as well as program and

communication awards. Affiliates may submit as many Extension Educator of the Year applications as they receive and choose to send forward for national judging.

Awards sent to the National Vice President for Awards & Recognition for judging <u>must</u> be postmarked on or before February 15 or they will <u>not</u> be eligible for judging.

# of Active Paid Members	# of Award Applications
1 – 50	**1**
51 – 100	**2**
101-150	**3**
151 – 200	**4**
201- and up	**5**

5. For team award applications, only the team leader completes the *online award* application. All team members are listed on the online award application and membership or non-membership is designated. All NEAFCS members listed as team members must have dues paid by January 1st to be recognized as NEAFCS members. If the team is applying for more than one award, please have the same team member fill out each online application form.
6. Only team members listed on the online award application will be recognized at Annual Session and/or will receive certificates. Additional team members <u>cannot</u> be added after the application deadline date.
7. NEAFCS members must apply for awards for themselves. Others may prepare award applications, and do the "groundwork" but, the online application should be done by the person named on the application form.
8. No titles or professional designations will be used on award certificates, only names.
9. For team award applications, all correspondence will be addressed to the team leader only. It is the responsibility of the team leader to communicate with other team members. Award checks and/or scholarships will be issued in the name of the team leader only and it is the responsibility of that leader to divide monies or compensation as agreed by the team.
10. Supplementary materials accompanying the application should be typed with all pages labeled. Some award applications limit the number of supplemental pages or pieces. Check the requirements, point deductions will be taken for those exceeding or not meeting the requirements.
11. Listing of accomplishments is limited to the time span of the applicant's nominated project or program.
12. Applicants should keep a file copy of the total application package submitted.
13. Applications will NOT be returned. Only National award winning applications will be available for return at the end of Annual Session. Applications must picked up and will not be mailed.
14. Award applications should be packaged in appropriate plastic sleeves, view binders or notebooks. Awards that do not have supplemental materials may be best displayed in a clear front report cover with a slide or three pronged fasteners. Those that have bulky supplemental materials, including CD's, or DVD's or any other items will be easier to judge in sleeves in a three ring notebook **(limit ONE three ring notebook per application)** in which the supplemental materials can be displayed without damaging the contents or the item to be included in the award application. Brochures, flyers, newsletters, or other supplemental pieces need to be in separate plastic sleeves and clearly labeled. CD's, DVD's, and dongles (flash drive or jump drive) need to be ***<u>labeled and securely affixed</u>*** to the three ring binder so they

do not become separated from the award application. Printed instruction should be included on the format and software used for each CD or DVD included. Make sure all supplemental pieces are clearly marked with the applicant name, award category, entry number and Affiliate name. Be sure to include all supporting documents and the signed Online Award Application form with all awards.

15. Action Photo – include a 5" x 7" "action photo" depicting your award efforts with name, state and award category written on the back. Place in a clear sleeve protector and include with application. If the applicant is a national winner the photo will be displayed along with their winning award application packet at Annual Session.
16. NEAFCS Logo Policy - all award submissions using the NEAFCS and Living Well logos must use them in their entirety including any taglines associated with the logos or trademarks. (No additions or omissions). Awards not complying will be disqualified. Use of the logos is optional, but if the logos are used they must be used properly.
17. Awards that include a partial scholarship to attend Annual Session must be used the year the award is received. The scholarship will be given in the form of a credit toward the cost of a full-time registration fee for NEAFCS Annual Session (no checks will be issued). If the applicant is not able to attend Annual Session the year the award is received the scholarship will be forfeited but the award certificate will still be given to the recipient. In the case of team awards, the scholarship will be given to the individual who completed the online award application (team leader). It will be the responsibility of the team leader to compensate other team members per agreement by the team. If the team leader is not able to attend Annual Session they may designate in writing, one (1) other team member (whose name appears on the original online award application) to receive the partial scholarship to attend Annual Session the year the award is received.

PUBLICITY

1. NEAFCS requests that no publicity be released until the official award presentations are made at NEAFCS Annual Session.
2. Program results from applications may be shared in such publications as *The Journal of Family and Consumer Sciences, The Journal of NEAFCS,* and *Journal of Extension.*
3. It is the responsibility of the award winner(s) to prepare and distribute publicity.
4. Press releases for the award winner(s) will be available following the Annual Session on the NEAFCS web site in the awards section. Click on "Awards" at the top of the home page. On the Awards & Recognition page, you will find a link for "Award Winner News Release." There are news release templates available for each award category.

QUESTIONS?

Contact your Affiliate vice president of awards or Maude Kelly, NEAFCS Vice President for Awards and Recognition by email at kellyme@missouri.edu or by phone at 573-438-2671.