



Candidate Application for National Office

Office Applied for: CENTRAL REGION DIRECTOR_____

Date: APRIL 30, 2025_____

This form should be used as a guideline. When typing your own form, add more space as necessary.

Melissa	J	Rupp
First Name	Middle Name	Last Name
Assistant Professor, Family and Consumer Sciences		Ohio State University Extension
Job Title		Employer
8770 State Route 108, Suite A	Wauseon	OH 43567
Work Mailing Address	City	State/Territory Zip
Rupp.26@osu.edu	Melissa.j.rupp@gmail.com	
Work Email Address	Home Email Address	
419-337-9210		419-553-6366
Work Phone/Extension	Work Fax	Home Phone

I. Education Background

BS/BA Family and Consumer Sciences (Home Economics), Goshen College, Goshen, Indiana	1990
M.A. Ed Education (Curriculum Development), Defiance College, Defiance Ohio	1998

II. NEAFCS Experience

Office	Year
Tri-Liaison of the 2025 Annual Session	2024-2025
Committee Chair	Year
Sponsorship and Support Committee (Awards)	2021-2022
Other Assignments representing NEAFCS	Year
Sponsorship and Support Committee	1998 to present
Peer Reviewer, NEAFCS Conference Proposal Reviewer	2019-2024

Annual Sessions Attended (list years)

1993, 1994, 2018, 2019, 2020, 2022, 2023, 2024

Please email one copy of your completed application
to national nominating committee chair (immediate past president).

III. State/Territory Affiliate Experience

Committee Chair	Year
Friends of Extension Committee Chair	2021-2022
Special Chapter Awards Chair-Elect	2025

Committee	Year
JCEP Scholarships, Grants, and Recognition Committee	2018-Current
Peer Reviewer, JCEP Awards Committee	2018-Present

IV. Non-Association Extension Leadership Assignments (Annual conference committees, search committees, etc.)

Assignments: Elected (E) or Appointed (A)

Coaching/mentoring new FCS educators in Area 1. MINE Program (A)	2024
Hiring Committee for FCS Educator (A)	2022, 23,24
Member. Epsilon Sigma Phi, Alpha Eta Chapter (A)	2018-current
Ohio Affiliate of the National Extension Association of Family and Consumer Sciences (A)	2018-current

V. Membership/Leadership in Other Organizations (Professional, civic, service, religious or agency-related organizations)

Organizations, Leadership role	Year
President. Grants Professional Association, Great Lakes Virtual Chapter of the GPA	2018-2021
Member. International Federation of Home Economists	2024-current
Member. Association for Financial Counseling and Planning Education (AFCPE)	2018-current
Member. Joint Council of Extension Professionals	2018-current
Four County Career Center FCS Advisory Committee	2020-current
Chair. Fulton County family and children first council	2018-current
Job and Family Services - Fulton County Local Advisory Committee	2018-current

VI. Work Experience Other Than Extension

Positions	Years
Director of Grants Development & Administration, Northwest State Community College	2010-2017
Council Director (Coordinator), Williams County Family and Children First Council	2000-2010
Extension Agent (Associate), Fulton-Henry County, Ohio State University Extension	1991-1995

VII. Awards and Honors

2024	Team Teaching Awards: Multidisciplinary- All Extension Members-3 rd Place
2024	Ohio Distinguished Service Award, JCEP
2024	Creative Works Awards: Social Networking Medium- 2 nd place
2024	Top Ten Poster Presented at the 2024 ESP National Conference
2022	Bulletins and Monographs: 3 rd Place, "Creating a T-Shirt Quilt, a Decluttering Strategy", Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals
2022	Ohio Housing Finance Agency (OHFA) Best Housing Counseling Agency - 2nd place, Ohio Housing Finance Agency
2022	Team Teaching - One Program Area-All Extension Members: 3rd Place, "Selecting, Storing, and Serving Ohio Produce Webinar Series", Epsilon Sigma Phi, Alpha Eta Chapter, Ohio Joint Council of Extension Professionals

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- 2022 Compass Award, Robert Sprague, Ohio Treasurer, Office of the Ohio Treasurer
- 2021 Ohio Housing Finance Agency (OHFA) Best Housing Counseling Agency – 1st place, Ohio Housing Finance Agency
- 2021 Social Networking Medium, Team, 1st Place, Joint Council of Extension Professionals, Ohio State University
- 2021 Compass Award - Guiding Ohioans Through Financial Literacy, Ohio Treasurer of State
- 2021 Richard R. Angus Professional Development Scholarship, National Epsilon Sigma Phi
- 2021 Principal Investigator Status, Janet M Weisenberger, Ohio State University
- 2021 Food Safety Award: 2nd Place Central Region Winner, National Association of Family and Consumer Sciences
- 2020 Ohio Housing Finance Agency (OHFA) Best Housing Counseling Agency - 2nd place, Ohio Housing Finance Agency
- 2020 Regional Team Award: Extension Housing Outreach Award - 1st Place, National Extension Association of Family and Consumer Sciences
- 2020 Team Award: Extension Housing Outreach - 1st place National, National Extension Association of Family and Consumer Sciences
- 2020 Multi-Disciplinary, All Extension Members, 3rd Place, "Restart Ohio: Back to Healthy", Ohio Joint Council of Extension Professionals
- 2020 ESP Team Electronic Media Communications - Live Healthy Live Well Blog - 1st Place, Ohio ESP and Ohio JCEP, The Ohio State University
- 2019 Multi-Disciplinary Team-Teaching Award – 3rd place, Epsilon Sigma Phi-Alfa Eta Chapter
- 2019 ESP Social Media – Fulton County social media Page – 1st Place, Ohio ESP and Ohio JCEP, The Ohio State University
- 2019 OHFA Best Housing Counseling Agency Award, Ohio Housing Finance Agency
- 2019 CASE Crystal Apple award winner for excellence in teaching, Council for Advancement and Support of Education
- 2018 Stellar Speaker, Council for the Advancement and Support of Education

Position Statement

A. Why would you like to be a candidate for this office?

I am deeply grateful for our national organization and the numerous opportunities it provides for professional development, networking, and community service. This organization has enriched our ability to serve our communities, and I have personally benefited from the leadership and selfless service of esteemed colleagues who have stretched me professionally.

I am honored to be considered for the role of Central Regional Director. I am committed to contributing to the energy that propels our organization forward and supports the professional growth of my peers. While no one may ever feel completely prepared and qualified to take on leadership and organizational responsibility, I am inspired by the example set by the current director and those who have preceded her. Their dedication and commitment have laid a strong foundation, and I feel a profound sense of responsibility and humility to continue that tradition.

As Central Regional Director, I will serve as the liaison between the Executive Board and State/Territory Affiliate Presidents and members within the region, ensuring effective communication and collaboration. I will plan and conduct Regional Business meetings during the Annual Session, manage financial procedures, and fulfill my duties as a member of the NEAFCS Executive Board. Additionally, I will facilitate the flow of information between affiliates and the National Association, promote leadership and member involvement, and make special efforts to connect with new members. I will contribute appropriately to the NEAFCS Annual Report, attend conferences, and participate in relevant committees to support the organization's growth and success.

I welcome the opportunity, if elected, to serve and support our organization in this capacity, ensuring that we continue to thrive and make a positive impact on our communities.


**Please email one copy of your completed application
to national nominating committee chair (immediate past president).**

B. If you were elected, what would be your top priority/goal for your term?

If elected as Central Regional Director, my priority will be to foster connections between seasoned professionals and those beginning their careers. I value the opportunity to create growth through networking and highlighting the successes of our colleagues. My goal is to support individuals in their first five years of their Family and Consumer Science careers by facilitating mentorship and knowledge sharing with experienced professionals through the NEAFCS Mentor program. Additionally, I will organize regional topical coffee chats to provide informal settings for members to discuss relevant issues, share insights, and build relationships. By creating these opportunities for connection and learning, I aim to contribute to the professional development and success of our members.

Are you willing to be considered as a candidate for a different office? The national nominating committee chair would contact you first as to your preference and willingness to serve in any other position. Yes ☐ No ☐
Maybe ☒

Are you willing to leave your application on file for three (3) years in the event of a position vacancy or for reconsideration for office for the next election? Yes ☒ No ☐



Signature of Applicant

4-30-2025

Date

Letters of support and recommendation from the following individuals must accompany the application.

- ▶ State Director of Extension (required)
- ▶ State Program Leader or immediate supervisor (one required)
- ▶ NEAFCS board member or state/territory affiliate president (optional)



April 25, 2025

Dear NEAFCS Executive Board Selection Committee,

It is my honor to write this letter in strong support of Melissa Rupp's nomination for the position of Central Region Director of National Extension Association of Family and Consumer Sciences (NEAFCS). As the Interim Director of Ohio State University Extension, I have the privilege of working with our statewide team of nearly 800 faculty and staff. Melissa's dedication to her work in Fulton County, across Ohio, the nation, and even internationally, makes her exceptionally well-qualified to serve as Central Region Director. I can confidently attest to her strong qualifications and deep commitment to the mission and values of NEAFCS.

Melissa's communication skills are outstanding. Whether she is engaging with colleagues, stakeholders, the public, or serving in leadership roles, she communicates with clarity, professionalism, and respect. The nature of Extension work requires adaptable communication across formal and informal settings, both in person and virtually. Melissa consistently identifies and uses the most effective communication methods to reach and engage her audiences.

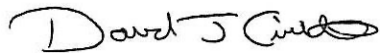
As an assistant professor in Family and Consumer Sciences, Melissa brings a broad range of expertise to her outreach and education work in Fulton County. Her programs include food safety, youth financial literacy, job interview skills, food preservation, and grant writing, among others. She is a lifelong learner, continually seeking opportunities to expand her knowledge so she can better educate and support others. She is also an active member of several professional organizations and has served on numerous committees, consistently meeting deadlines and contributing to collaborative efforts that advance the FCS profession.

Melissa is a seasoned and natural leader. She is passionate about creating meaningful professional development opportunities for her peers. For example, she is currently serving as a Tri-Liaison for the 2025 NEAFCS Annual Session and is co-leading the planning of a professional development event scheduled for October 2025. In collaboration with colleagues from the Central Region, she is organizing speakers, breakout sessions, exhibitors, and tours to enhance learning and networking for fellow professionals. Her work is regularly recognized and selected for presentation at national conferences, where it is highly regarded by her peers. Most recently, she traveled to Greece to further her knowledge of food systems and the consumer connection to their food source.

Melissa is also a dedicated mentor. Throughout her career, she has supported and guided numerous early-career FCS professionals. Her mentorship provides new educators with invaluable encouragement, expertise, and insight as they begin their journey in Extension.

I am confident that Melissa will bring enthusiasm, commitment, and thoughtful leadership to the role of Regional Director. NEAFCS will be well-served by her perspective, professionalism, and experience. Please feel free to contact me if you need additional information to support her candidacy.

Thank you for your consideration,

A handwritten signature in black ink, reading "David J. Civittolo". The signature is fluid and cursive, with a large initial "D" and a stylized "C" at the end.

David J. Civittolo
Interim Associate Dean and Director, Ohio State University Extension



April 1, 2025

To: The NEAFCS Nominating Committee

From: Pat Bebo MS, RDN

RE: Support letter for Melissa Rupp's Application for Central Region Director, NEAFCS

Dear Nominating Committee,

Please accept this letter in support Melissa Rupp's Application for Central Region Director, NEAFCS.

Melissa is a highly respected Extension faculty educator in Fulton County, Ohio and respected leader among her peers within OSU Extension. She has long been active in support of local, regional, and state FCS initiatives, and has been a leader for the FCS housing team in its goal of certifying HUD housing counselors additionally she provided leadership to the finance team for OSU FCS. Melissa has sought out and received additional certifications in ServSafe, financial counseling and education as well as grant writing, which she has used to educate her peers and consumers.

Melissa's service to NEAFCS currently see her serving as the tri-state liaison for the 2025 NEAFCS annual session, over the years her service has included roles on the awards committee, as well as, serving as an annual symposium proposal reviewer for the Association of Financial Counseling and Planning Education. Her commitment to the field of Family and Consumer Sciences, and NEAFCS is well established. I strongly support Melissa's application for Central Region Director, NEAFCS.

Sincerely,

Pat Bebo MS, RDN

Pat Bebo MS, RDN

Assistant Director, Family and Consumer Sciences Extension, CFAES

Assistant Dean, EHE

