

NEAFCS Award Program

Guidelines for submitting a New Award Category for Consideration

NEAFCS members are encouraged to develop proposals for award categories that address new and unique program areas or delivery methods. In developing a proposal, please consider funding of the award and current award categories. Replication of award categories is discouraged.

NEAFCS Awards are funded by NEAFCS members' dues. The Award Fund budget is developed by the Finance Committee with recommendations from the Vice President for Awards and Recognition.

In developing an award category recommendation, a member or affiliate should secure the funding for the proposed award category. An agreement for funding is signed each year between NEAFCS and the donor. The following amounts are needed to award registration fee waivers/scholarships which would align with the current awards system:

1st Place national winner - \$450 (Annual Session registration fee waiver)

2nd place national winner - \$200 (Annual Session registration fee partial waiver)

3rd place national winner - \$100 (Annual Session registration fee partial waiver)

TOTAL = \$750

Here are the steps in developing a recommendation for the NEAFCS awards system.

1. Review current award guidelines and categories to ensure that the proposal addresses a new award area and that the proposal does not contradict the award guidelines.
2. Contact the current NEAFCS Vice President for Awards and Recognition to discuss the potential category. This discussion will explore if other donors have approached NEAFCS with a similar proposal.
3. Before developing the proposal, please review the award category pages within the NEAFCS Awards Manual. Proposals should follow the headings/sections of current award categories' descriptions within the Manual.
4. Develop the proposal with the following headings:
 - a. **Background** – This section will state when the award was established, by whom, and the general purpose of the award.
 - b. **Award** – The statement will define what award winners will receive at the regional and national level.
 - c. **Purpose** – The statement may expand the general purpose of the award identified in the Background.
 - d. **Eligibility** – This section may define member or teams may apply, how many years the program may have been implemented or conducted, and what other

award winners' responsibilities, such as concurrent session or Showcase of Excellence presentations, may be.

- e. **Application** – This section identifies the criteria that will be used by judges. Criteria may include description/objectives, program description, accomplishments/impacts, future implications. Please provide in-depth descriptions for each criterion.
 - f. **Judging Criteria** – This section identifies the point system assigned to each criterion identified in #7.
5. The proposal is sent to the Vice President for Awards and Recognition for review.