

**2021 ACTION PLAN**  
**Committee: Awards & Recognition**  
**Subcommittee: Awards Ceremony**

**Subcommittee Chair:** Jenn Hagen, FL, [jhagen@ufl.edu](mailto:jhagen@ufl.edu)

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**Subcommittee Past Chair:** Samantha Kennedy, FL, [skennedy@ufl.edu](mailto:skennedy@ufl.edu)

**Strategic Plan 2020-2021 Goal 1:** Recognize and promote excellence, diversity and scholarship in Extension Family and Consumer Sciences programming.

**Subcommittee Goal:** To recognize and honor 2021 award winners in a professional setting at the NEAFCS Annual Session in Grand Rapids, MI.

**Objective:** Plan, organize and implement the Awards Ceremony at the Annual Session in Grand Rapids, MI.

	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.	Julie Garden-Robinson, Will Ferguson	Spring 2021
2.	Hold committee calls to discuss logistics of awards ceremony and planning. Schedule meetings in advance so more members can participate.	Jenn Hagen	June 2021
3.	Plan Awards Ceremonies for all awards (regional and national) at 2021 Annual Session.	Julie Garden-Robinson, Jenn Hagen	REGIONAL: June 2021  NATIONAL: August/September 2021
4.	Review and update web press releases for access by 2021 winners.	Julie Garden-Robinson, National Office	August 2021
5.	Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use Awards Ceremony committee list found at <a href="http://neafcs.org">neafcs.org</a> to contact. Let Julie Garden-Robinson & RDs know names & email addresses.	Jenn Hagen	Late July or Early August 2021
6.	Send email to award winners asking them to RSVP for awards banquet. Also remind to RSVP any guests. Limit to 1 guest per person seated at table.	Julie Garden-Robinson, Will Ferguson	June 1, 2021
7.	Send reminder email to all award winners asking them to RSVP for awards banquet and give instruction on arrival time to banquet.	Julie Garden-Robinson, Will Ferguson	August 1, 2021
8.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	Will Ferguson, Julie Garden-Robinson, Jenn Hagen	Prior to final proof/edit of awards program August 2021
9.	Communicate with National Office about printing awards in order of program for regions and awards ceremony	Julie Garden-Robinson, Jenn Hagen	August 2021
10.	Conference call with committee to discuss logistics for ceremony.	Jenn Hagen, committee members	July 2021

11.	Write Awards Ceremony script using information provided by National Office & Julie Garden-Robinson. Files: 30 Word Summary; Banquet RSVP; Awards RSVP with number of Team Members & Guests	Will Ferguson, Julie Garden-Robinson, Jenn Hagen	August 15, 2021
12.	Create seating chart for ceremony.	Jenn Hagen, Will Ferguson, committee members (sub-subcommittee)	August 15, 2021
13.	Review Awards Ceremony Script & Seating Chart.	Jenn Hagen, Donna Jung	2021 Annual Session
14.	Distribute regional award certificates prior to regional meetings. Have final list of awards for regional meetings for reading.	Julie Garden-Robinson, Jenn Hagen, Donna Jung	2021 Annual Session
15.	Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony	Jenn Hagen, committee	2021 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Jenn Hagen, committee members	2021 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 ready for signatures/states that pick up absentee awards.	Julie Garden-Robinson	2021 Annual Session