

2021 ACTION PLAN
Committee: Awards & Recognition
Subcommittee: Award Sponsorship and Support

Subcommittee Chair: Melissa Rupp, OH, rupp26@osu.edu

Subcommittee Chair-elect: Vacant

Subcommittee Apprentice: Bethany Bachman, MO, bachmannb@missouri.edu

Subcommittee Past Chair: Melissa Wyatt, AZ, melb2@email.arizona.edu

Strategic Plan Goal:

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

- **Strategies:**
 - A) Recruit and expand sponsorships for awards and recognition.
 - B) Continue relationships with and recognition of current award sponsors
- **Subcommittee Goal:** To provide financial support for the Awards Fund through award sponsorship and auction proceeds.
- **Objectives:** Raise money annually for award fund development through the Silent Auction; continually seek out and recruit new sponsors for awards; establish protocol for award fund development to increase amount and/or number of awards.

	What? (action steps)	Responsible for (specific name)	When? (specific date)
1.	Provide affiliate presidents with information for memorials and honorarium	Melissa Wyatt, Past Chair	Fall 2020
2.	Send "Thank You" notes to donors via email or mail.	Melissa Wyatt, Past Chair	Post-conference 2020
3.	Prepare an article for one or two months post conference in the NEAFCS NETWORK newsletter on the Silent Auction	Melissa Wyatt, Past Chair	Post-conference 2020
4.	Create Silent Auction Timeline for future subcommittee	Julie Garden-Robinson, Melissa Rupp	December 2020/January 2021
5.	Explore options for a hybrid (virtual and face-to-face) Silent Auction; review platforms	Julie Garden-Robinson, Will Ferguson, Committee	Done by end of March (Quarter 1) 2021
6.	Notify VP of Awards and Recognition and/or National Office about needs and logistics for MI site, including tables and timeframe	Melissa Rupp	Spring 2021
7.	Investigate the possibility of new sponsors	Julie Garden-Robinson, Committee	Winter 2020/Spring 2021
8.	Develop marketing strategy for the year	Julie Garden-Robinson, Committee	All year
9.	Coordinate with VP of Awards & Recognition on sponsorship opportunities and silent auction donations from exhibitors.	Julie Garden-Robinson, Committee	Spring 2020 through Summer 2021
10.	Provide affiliate Presidents with information on silent auction and host needs (including any item restrictions, such as alcohol)	Melissa Rupp	Summer 2021
11.	Train members and Board on how the auction works and the procedures for the year.	Melissa Rupp	Spring/Summer 2021
12.	Recruit helpers as needed for the Silent Auction in Grand Rapids, MI	Julie Garden-Robinson, Committee	Awards Committee Meeting Via Email and Signup Genius Fall 2021
13.	Setup, conduct, and tear down the silent auction at NEAFCS Annual Session in Grand Rapids, MI	Melissa Rupp, Committee and volunteers	November 2021