

2026 ACTION PLAN
Committee – Awards Ceremony
Awards & Recognition Vice President – Donna Jung

Committee Chair: Christy Stearns christy.stearns@uky.edu

Committee Chair-elect: Hannah Fincham hannah.fincham@mail.wvu.edu

Committee Apprentice:

Committee Past Chair: Heather Reister reister.6@osu.edu and Lorrissa Dunfee dunfee.54@osu.edu

Strategic Plan Goal:

Recognize and promote excellence, diversity and scholarship in NEAFCS programming

Committee Goal: To recognize and honor 2026 award winners in a professional setting at the NEAFCS Annual Session in Knoxville, Tennessee.

Objectives: Plan, organize and implement the Awards Ceremony at the Annual Session in Knoxville, Tennessee.

	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.	VP of Awards & Recognition & National Office	Spring 2026
2.	Hold committee calls to discuss the logistics of awards ceremony and planning. Schedule meetings in advance so more members can participate.	Christy Stearns	6/1/2026
3.	Send email to award winners asking them to RSVP for the awards banquet. Also remind to RSVP to any guests. Limit to 1 guest per person seated at the table.	VP of Awards & Recognition & National Office	6/1/2026
4.	Conference call with the committee to discuss logistics for the ceremony.	Christy Stearns & committee members	7/1/2026
5.	Plan Awards Ceremonies for all awards (regional and national) at 2025 Annual Session.	VP of Awards & Recognition, Christy Stearns	Regional/National Ceremonies in July/ August 2026
6	Secure readers/helpers to assist Regional Directors with Regional Awards at the 4 Regional Business Meetings during Annual Session. Use the Awards Ceremony committee list found at neafcs.org to contact. Let VP and RDs know names & email addresses.	Christy Stearns	Late July or Early August 2026
7.	Review and update web press releases for access by 2026 winners.	VP of Awards & Recognition, National Office	8/1/2026

8.	Send a reminder email to all award winners asking them to RSVP for the awards banquet and give instructions on arrival time to the banquet.	National Office	8/1/2026
9.	Order of Awards Ceremony at the Banquet to be finalized prior to printing of Awards Program.	National Office, VP of Awards & Recognition, Christy Stearns	Prior to final proof/ edit of awards program August 2026
10.	Communicate with National Office about printing awards in order of program for regions and awards ceremony.	Christy Stearns	8/1/2026
11.	Write Awards Ceremony script using the information provided by National Office & VP Files: 30 Word Summary; Banquet RSVP; Awards RSVP with the number of Team Members & Guests.	National Office, VP of Awards & Recognition, Christy Stearns	8/15/2026
12.	Create a seating chart for the ceremony.	Christy Stearns, National Office & committee members (sub- subcommittee)	8/15/2026
13.	Review Awards Ceremony Script & Seating Chart.	Christy Stearns	2026 Annual Session
14.	Distribute regional award certificates prior to regional meetings. Have a final list of awards for regional meetings for reading.	VP of Awards & Recognition, Christy Stearns	2026 Annual Session
15.	Obtain National Awards and set up Awards Table on Stage prior to Awards Ceremony.	Christy Stearns, committee members	2026 Annual Session
16.	Conduct Awards Ceremony recognizing award winners present at Annual Session.	Christy Stearns, committee members	2026 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.	VP of Awards and Recognition	2026 Annual Session