

2027 ACTION PLAN
Committee: Awards Training
Award & Recognition Vice President – Carla Farrand

Committee Chair: Jamie Mahlandt, (IL) knuf@illinois.edu

Committee Chair-elect: Sara Laite, (ND) sara.laite@ndsu.edu

Committee Apprentice:

Committee Past Chair: Natalie Snowden, (TX) Natalie.snowden@ag.tamu.edu

Reviewed and updated:

Committee leadership team: Committee chair, chair-elect, apprentice, and past chair.

Strategic Plan Goal:

- Review and adjust awards reflecting the current trends of programming done by NEAFCS members.
- Promote new award categories.
- Increase the number of award applications.
- Recognize and promote excellence and scholarship within NEAFCS programming.

Committee Goal: Increase member participation within the NEAFCS awards program.

Objectives: Educate members on applying for online national awards and putting together a successful awards application package.

Action Step		Name of Person Completing Task	Due Date
1	The leadership team meets with the VP of Award and a team member from the NEAFCS office to schedule leadership meetings for the new term. The leadership team should meet at least 6 times during the term to plan and discuss topics such as the content for the articles	Committee Leadership team VP of Awards NEAFCS Admin team member	Before or by: November 15, 2026 Upcoming meetings for the Awards Training Leadership Team:

Action Step		Name of Person Completing Task	Due Date
	article authors, solicit and secure an Apprentice for the committee, develop and write the following year's Action Plan, ensure the current Action Plan is being implemented, and write a conference proposal to present training at the Annual Conference, write and develop the conference presentation, plan the Nov/Dec Awards Training webinar, plan March Judges Training webinar and other tasks written within the Action Plan, and other needs not specified.		10/21 @ 9:30am CST 11/10 @ 9:30am CST 12/1 @ 9:30am CST 1/20 @ 9:30am CST 2/10 @ 9:30am CST 3/3 @ 9:30am CST 3/31 @ 9:30am CST 4/14 @ 9:30am CST 6/16 @ 9:30am CST 7/14 @ 9:30am CST 9/2 @ 1:00pm CST
2	Send emails to all 2026 award winners asking them to: Encourage a peer to apply for an award and mentor them through the process.	VP Awards & Recognition, NEAFCS Admin Office	Before or by: November 30, 2026
3	Contribute articles to the quarterly NEAFCS newsletter Provide content for articles 1. December (November 20) - Natalie 2. March (January 20) - Jamie 3. June (January 20) - Sara 4. August (January 20) – ?? Apprentice Article topics will offer information on the Awards program to increase awareness of the available resources, important deadlines, and practical tips for writing a successful award application. Articles should be peer-reviewed by at least two leadership team members before they are submitted to the VP Awards for publication in the newsletter.	Committee Leadership team Jamie (Chair) Sara (Chair-elect) ?? (Apprentice) Natalie (Past-chair)	Send articles to VP Awards and Recognition. Due dates for articles: December - 11/20/2026 Articles 2-4 due: 01/20/2027 Natalie – Dec, Call to Action Sara – March, Call for Judges Jamie – June, Apprentice person - August, ____

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Must use the newsletter article templates; maximum word count of 175 words per article; the author must submit a headshot with each article. Due date for articles: December 20 for the first article. The remaining articles should be written, peer-reviewed, and sent to the VP of Awards by January 20. This will help ensure content is written and received promptly.		
4 Leadership Experience Awards Training Provide a webinar based training for the Leadership Experience to empower new Extension members to apply for awards. This training would cover topics such as award worthy programming, importance of data, planning process for awards, using end of year reports to support award applications, and NEAFCS website tools. Review Awards How-To handout for Mentor binders.	VP of Awards Committee Leadership team	TBD by Leadership Experience Committee based on their training schedule.
5 Conduct a webinar training for awards during November or December. Historically, this is the same training presented at the Annual Conference. The committee chair will contact the Vice President of Awards and Recognition and the NEAFCS National Office to coordinate and schedule a web-based training for NEAFCS members. This training will ensure the leadership team receives the necessary support to implement the session effectively. If the committee cannot present during the Annual Conference due to limited capacity, they will present a training via a webinar created by the training committee in November or December.	Committee Leadership team VP of Awards NEAFCS Admin team member	Before or by: 12/2/2026 This will be posted to the Website by 12/15/2026, and communication will be included in the January 2027 eblast to share with members about the training.

Action Step		Name of Person Completing Task	Due Date
	This training is intended to provide information on any changes and updates related to the Awards Training Manual and the Awards process. If no changes or updates are made, the committee will present information related to helping award applicants apply for awards, encouragement, and time for questions from members.		
6	Submit a Concurrent Session application to present for Award Training at the Annual Session. *Link for Committee presentations will come from VP of Awards and NEAFCS Admin Team.	Committee Leadership team VP of Awards	Due February 1, 2027
7	Conduct a Judges Training webinar. The Awards Training leadership team will work with the VP of Awards to create and present a Judges Training for NEAFCS members interested in judging awards.	Committee Leadership team VP of Awards	March 2027
8	The leadership team will seek nominations for the Awards Training Committee Apprentice and select the apprentice. The leadership team will share the committee requirements, time commitments, and committee expectations with the apprentice nominees so nominees can make an informed decision regarding their availability to serve within the leadership team of this committee.	Committee Leadership team	January 2027 If we know someone or send a email elist, committee members at large, to serve as our apprentice Plug available position in our April 2026 meeting.
9	Develop and complete the 2028 Action Plan for the Awards Training Committee. The leadership team will meet with the VP of awards to discuss their desired action steps and plans for the 2028 term.	Committee Leadership team VP of Awards	April 15, 2027

	Action Step	Name of Person Completing Task	Due Date
10	The leadership team will meet to create, develop, and peer review the Awards Training for concurrent sessions.	Committee Leadership team VP of Awards	During Committee meetings on 6/16 and 7/14
11	Conduct an Awards Training concurrent session at the Annual Conference for award applicants.	Committee Leadership team VP of Awards	September 2027
12	Offer at least 1-2 Committee Member Meetings to engage all committee members to learn and participate in the work done by the Awards Training Committee.	Committee Leadership team VP of Awards NEAFCS Admin team members	Spring – April 2027 Summer – August/September 2027
13	The committee leadership team will work with the VP of Awards and the NEAFCS National Office to coordinate and schedule the web-based events for NEAFCS members. The leadership team will work to determine the members' needs, the topics, and the specific timing of events.	Committee Leadership team VP of Awards NEAFCS Admin team members	Ongoing / As needed

Up Coming Meetings

- October 21st – Follow up from Annual Session
- November 10th – Planning Awards Training presentation for December webinar
- December 1st – Final preparation for Awards Training Webinar 12/2
- January 20th – Annual Session Concurrent Session Proposal – double check deadline for committee concurrent session proposals
- February 10th – Finalize Annual Session Concurrent Session proposal / Plan Judges Training Webinar
- March 3rd – Final preparation for Judges Training Webinar 3/10
- March 31st – Plan of Work draft
- April 14th – Finalize Plan of Work
- June 16th – Planning webinar for Leadership Experience / Planning Concurrent session presentation for Annual Session
- July 14th – Planning All Committee Engagement meeting / Planning Concurrent session presentation for Annual Session

- September 2nd – All Committee Engagement meeting

Added meetings:

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