

OEAFCs Awards & Recognition Calendar of TASKS & EVENTS “Year at a Glance”

<i>JANUARY</i>	<i>FEBRUARY</i>	<i>MARCH</i>	<i>APRIL</i>	<i>MAY</i>	<i>JUNE</i>
<ul style="list-style-type: none"> • Contact treasurer regarding total dues pd. membership, this determines the # of DSA and CE awards that may be submitted. • Request names of retirees from DPS or AgHR at OSU. Contact these names to make sure they wish to be recognized at the meeting. Share names of retirees with Pres. and VP for Prof. Dev. (see April for additional meals) • Contact judges, provide award criteria & score sheets. Select judges from your committee and try to include people from each district. • As awards arrive in office, log in award & applicant’s name to be aware of total submitted. This information will be required by state Pres. for a report to NEAFCS. • After award deadline passes (Jan. 15) you can extend the deadline for any awards not applied for to encourage more applications. 	<ul style="list-style-type: none"> • Have awards judged. Check awards outline on OEAFCs website, bylaws & NEAFCS awards at a glance for the type of award presented. • Complete the on-line awards selection process for NEAFCS awards. Emails will be sent from the national awards chair regarding the process. • Sign and date the NEAFCS Awards Application cover form in the front of each educator’s award application. CE and DSA award applications do not go to National, only the cover form. • Make a copy of each award application form. Use the 50 word summary on cover form in state awards program. Be sure to keep a description of the DSA, CE and Ext. Edu. since the winners from this year will be recognized the following year. • Box and mail awards applications to national awards chair before due date, ahead of February 15. • Begin to assign sponsors to specific awards to be printed on the plaques. A general rule is people who contribute \$20-\$25 get their name on a plaque. • Pass along any applications you received which do not belong to you. Past Presidents, OCES Scholarships, Norma Brumbaugh. • Contact OHCE Cultural Enrichment Chair as a reminder of when you need these awards judged by and to request a short description for the award winners. • Contact Ambassador Projects Chair for a list of award winners; request brief description for awards program. These have not been included over the past few years, but it is an option if you wish. • Invite reporter and photographer from Ag Communications to Awards Luncheon. • Send info from the awards booklet for the paraprofessional award (if winner is a NEA).CNEP uses to recognize them among their peers at statewide training in June. • Review the “Tips and Facts” sheet in the VP A&R computer files. 	<ul style="list-style-type: none"> • Contact office of HES Assoc. Dean/ Asst. Dir. regarding recipients for Spivey, Manning, DeMond, Clark and Burns awards. Request a brief description for each to be included in the awards program. • Contact OEAFCs Past President for Past Presidents Award recipient. Request a brief description to be included in the awards program. • Prepare a list of plaques to be ordered and print award certificates for the OCES Scholarships, Norma Brumbaugh and OEAFCs Awards. • Develop awards printed program --include name of award recipient and brief description of each program or how award will be used. Work with Pres. for speakers’ names and agenda items to include. Back cover lists OEAFCs officers. Include the names of sponsors from the previous year’s donations through conf. registrations. • Email draft program to members of A & R committee for editing. VP for Prof. Dev. determines theme for Annual Meeting. Awards program cover and presentation should coordinate with theme. Have program copied- check on registration and guest list for number of programs needed. • Notify State Pres. and VP for Prof. Dev. of additional meals for guest to be ordered for awards program meal. These could include: Friend of Extension, Paraprofessional, or other non-member award recipients, special sponsors. • Double check the luncheon guest list to make sure special sponsors, retirees, para-professional is included. • Shop for all special gifts and gift wrapping. • Begin to submit Claim Forms to OEAFCs Treasurer for monetary awards and any award expenses. 	<ul style="list-style-type: none"> • Contact committee members for assignments during the awards luncheon. Award readers, table help, photo area, etc. • At Annual Meeting, confidentially return Award critique sheet and non-accepted award applications to OEAFCs members. • Take extra Thank You cards for new board members and those who may need them. • After Annual Meeting, notify OHCE State Pres. & Cultural Enrichment Chair of meeting date for next yrs. meeting. • Submit a reimbursement claim form to State Treasurer--items included: plaques, postage to send nat'l awards, printing of programs, DSA/CE crystal, Ext Ed of Yr, Retiree gift, & gift wrap. • Get a list from the Treasurer of everyone who gave award sponsorship money on their Conf. registration. 	<ul style="list-style-type: none"> • Write and encourage others to write, thank you notes to award sponsors. • Prepare article for e-Enterprise in follow-up to awards program and sponsorship. • Send updates for OEAFCs website to V.P for Member Resources for web-site maintenance and to Assoc Dir. Secretary. This includes adding the winners to the applications. • Notify Dist & State OCES Office of award recipients following Annual Meeting. • Prepare a list of the year’s winners to submit to Extension News. DO NOT include the DSA, CE or Ext. of the Year that was sent to National this year – it needs to be the ones recognized at the meeting. 	

<i>JULY</i>	<i>AUGUST</i>	<i>SEPTEMBER</i>	<i>OCTOBER</i>	<i>NOVEMBER</i>	<i>DECEMBER</i>
<ul style="list-style-type: none"> • State DSA & CE recipients attending the national meeting will receive a corsage from OEAFCS. Notify president of these recipients to see if they will be attending and order the corsages. An order form will be sent out from national for you to use. 	<ul style="list-style-type: none"> • Coordinate your travel plans to national with state president. • Once National Award winners are announced. Send a note to the winners congratulating them and explaining that all publicity has to be done after the national meeting. 	<ul style="list-style-type: none"> • Attend the national meeting. Attend specific sessions conducted for affiliate VP for Awards and Recognition. • Notify appropriate Dist & State OCES Offices of national award winners. • Submit National/Regional award winners, DSA and CE, and Ext. Educator of the Year winners to Extension News. • Encourage National/Regional winners to apply for an Extension Capital Display. • Make sure all award applications are updated and on the state website and linked to the National website. 	<ul style="list-style-type: none"> • Set up training for OEAFCS District Directors and Awards and Recognition committee members on the awards process, writing awards and explaining all the award categories. This will help them promote awards at their district FCS meetings. • Get the awards at a Glance document out and leave it handy on your desk! Bookmark the National website and learn the awards. • Contact potential sponsors. Sid Sperry at OAEC and OK Living Magazine. 	<ul style="list-style-type: none"> • Send email to FCS/4-H OCES distribution lists, regarding award entry deadline, include AWARDS AT A GLANCE & award score sheets (typically Jan. 15; date dependent upon when online awards applications available). • Remind membership and contact office of HES Assoc. Dean/Asst. Dir. regarding entry recipients for Spivey, Manning, DeMond, Clark and Burns awards. • Begin marketing and encouraging award applications. • Reminders people to send the Norma Brumbaugh award to the OHCE Cultural Enrichment Chair and HES Assoc. Dean Office. 	<ul style="list-style-type: none"> • At FCS/4-H In-Service or OCES Conference, (January) promote awards and conduct committee meeting. • Send committee reports to Public Affairs for e-Enterprise newsletter • Continue to send out reminders for award applications. • Contact OEAFCS District Directors and OCES DPS to help promote award applications. • Send additional reminders for applying for awards with the deadline, application process and website addresses.

Other: Revise Awards summary on OEAFCS website, as needed. Only members receive a plaque; non-members on a (awarded) team receive a certificate. When awards program is printed "in-house" submit a bill to OEAFCS from your office to be reimbursed. Be aware some awards require a Letter of Support and ensure letters are included in required entries. It is the responsibility of VP for Awards & Recognition to seek/secure funding as needed. Conduct sponsorship & funding efforts as needed and serve on Sponsorship & Funding Task Force. See OEAFCS website for additional duties of this office.