

Communications

Committee Responsibilities: To solicit, judge, forward winning entries to Southern Region- NACAA, mail all entries and judges comments back to entrants.

Monthly Duties:

October- November: Welcome committee members and outline expected duties and timeframe.

February:

- Solicit Entries to all FACAA members using the list serve. Include the categories, and rules. Also include the NACAA website where the Communication Guidelines can be found or where in the County Agent Magazine.

March:

- Set up time and place with committee to judge entries.
- Obtain judges score sheets and make copies.
- Organize the entries into categories.
- Look over entries to make sure they are complete.
- READ Guidelines for the Communications in the County Agent Magazine, to be familiar as to where to find answers when problems come up during judging.
- Judge entries, Submit results to NACAA. Return all other entries to the entrants along with judges score sheet.

April:

- Send out list of State Winners and Regional winners (if applicable) out to the FACAA list serve.

June:

- Submit committee report to chair of FACAA annual report.

Important Deadlines:

- March 15 – entries due to state chair
- June – Submit committee report for FACAA Annual Report.

Awards & Plaque Information: Get list of state, regional and national winners to awards chair.