

## **Recognition and Awards** (Revised Nov. 2008)

### **Committee Responsibilities**

Select Awards for Both FACAA and NACAA Recognition:

**Distinguished Service Award** Recipients  
**Achievement Award** Recipients

- **Hall of Fame Award** Recipient

Select Awards for FACAA Recognition Only:

**Outstanding Specialist** (1) and **Outstanding Agriculturalist** (4) Recipients

- Coordinate compilation of all FACAA award information and photos for Extension Professional Association of Florida (EPAF) Annual Meeting program and award booklet coordinator
- Coordinate with FACAA plaque coordinator to have appropriate plaques and certificates prepared for EPAF Annual Meeting
- Coordinate with appropriate person to have Hall of Fame Award plaque prepared in time for EPAF Annual Meeting

FACAA Bylaws, Article IV, Section 2 states, *Distinguished Service Award (DSA) and Achievement Award (AA) nominations shall be made in accordance with guidelines set forth by the NACAA. Nominees for these awards shall be selected by a statewide committee of former recipients of the DSA, appointed by the President, representing each of the Association Director Districts equally.*" (09/14/94)

FACAA Policies state, "2) All FACAA DSA and AA winners whose spouses attend the National Meeting to receive their awards shall receive \$200 from the FACAA treasury to offset their expenses in attending the Meeting in accordance with the By-laws."

Committee Chair should receive correspondence from NACAA Regional Chair with specific guidelines, procedures, and deadlines. Assure that the Regional Chair has correct postal address and current e-mail address. If communication does not occur, start by contacting Regional Chair by October.

### **Monthly Duties**

*October:*

- a. Chair contact previous year's committee Chair for additional information, resource materials, etc. and to make sure the process is understood - if communication did not occur by September.
- b. Welcome committee members and outline expected duties and time-frame.
- c. Request a list of potential qualifying agents for AA and DSA Awards from IFAS personnel or update list from previous year.

- d. Contact NACAA Regional Chair if you have not already received deadlines and instructions for the year. The Regional Chair can also help the state Chair with procedures, website locations, etc.

*November:*

- a. Solicit nominations from FACAA Membership and Recognition and Awards Committee Members for DSA, AA and Hall of Fame Awards. Distribute list of eligible members along with communication. Application guidelines are available on the NACAA website. Accompanying submitted text for AA and DSA Awards must be 150 words or less. This allows it fit available space in the EPAF Annual Meeting program and award booklet.
- b. Confirm with FACAA treasurer that nominees are members in good standing.
- c. Contact Chairs of all FACAA award committee chairs and let them know that they must provide award winner information to you ([see Attachment A](#)) by a date you set in May.

*December:*

- a. Committee selects AA, DSA and Hall of Fame award recipients.
- b. Secure Dean for Extension signature support as required by NACAA in agreement on award selections.

*January:*

- a. Submit AA, DSA and Hall of Fame Award materials including high resolution digital photographs to Regional Chair via NACAA website.
- b. Communicate with AA, DSA and Hall of Fame Award Winners that their plaque will be presented at the EPAF Annual Meeting, that they need to attend the NACAA Annual Meeting and Professional Improvement Conference, and that FACAA provides financial support for their spouse travel to the national meeting.
- c. Begin communication with FACAA award plaque coordinator ([see Attachment A](#))

*March:*

- a. Begin selection process for Outstanding Specialist and four Outstanding Agriculturist Awards based upon criteria in Committee materials passed annually from Chair to Chair. Typically, this includes informing those making nominations that 150 word biographies are required, that they will be making presentation at the EPAF Annual Meeting if their nominee is selected, those selected should be requested to attend the EPAF Annual Meeting for their award day, and a high resolution electronic photo will be required.

- c. Re-contact all FACAA award committee chairs and remind them they need to provide award recipient information ([see Attachment A](#)) to you by May.

*April:*

- a. Continue selection of Outstanding Specialist and Agriculturists
- b. Notify nominating agents of selected Outstanding Agriculturists and Specialists to insure they are invited to Annual EPAF Annual Meeting.
- c. Compile and edit biographical information for awards brochure for FAEP Annual Meeting and gather award recipient high resolution digital photos.
- d. Contact Chair, UF Department of Agricultural Education and Communication to remind that we need the name, a 150 word summary and a high resolution photograph of the Outstanding Extension Student that will be selected for the year. Also, the winner should be invited to attend the appropriate day of the EPAF Annual Meeting to receive their award plaque and \$500 check.
- e. Make sure committee award selections have been appropriately shared with the FACAA plaque and trophy coordinator. ([See Attachment A](#))

*May:*

- a. Make certain of date and time of award presentations at FAEP Annual Meeting. Communicate dates and times to recipients.
- b. Contact award recipients (DSA and AA) to assure that FACAA funding support is completed for participation in the NACAA Annual Meeting and Professional Improvement Conference.
- c. Contact nominating agents for presentation of Outstanding Specialist and Agriculturist Awards to remind them they will be making presentations and recipients may also make comments if they wish. Encourage them to be brief.
- d. Contact EPAF Annual Meeting Facilities and Registration Chairs to assure that Outstanding Agriculturist, Extension Student and Specialist recipients are registered for the appropriate function and hotel room, if necessary.
- e. Order FACAA state Hall of Fame Award plaque.
- f. Make sure that you have gathered all needed FACAA award recipient information ([see Attachment A](#)) from award committee chairs.

*June:*

- a. Submit biographic sketches and high resolution digital photos of AA, DSA, Outstanding Agriculturist, Specialist and Extension Student award recipients, along with appropriate information on all other FACAA awards ([see Attachment A](#)) to editor of FAEP Annual Meeting program and awards brochure.

*July:*

- a. Submit committee report to Chair of FACAA Annual Report.

*August:*

Finalize award presentation comments for EPAP Annual Meeting.

*September:*

- a. Make sure AA, DSA, Outstanding Agriculturist, Specialist and Extension Student, and Hall of Fame plaques are collected and made available at appropriate EPAF Annual Meeting award function.
- b. Present AA and DSA Awards at Annual Meeting. Typically, nominating individuals present Outstanding Agriculturist, Hall of Fame and Outstanding Specialist Awards. Chair, or their designee, Agricultural and Extension Education Department, University of Florida, presents the Outstanding Extension Student plaque and \$500 check with assistance from the FACAA President. Farm Credit of Florida presents the FACAA Young Professional Award.
- c. Send press releases of awards to appropriate local mass media or extension offices.
- d. Remind incoming FACAA President that new committee chair and members need to be selected by this month.
- e. Provide reference files to incoming committee chair.

**Some Critical Deadlines To Remember**

- Jan 15 DSA, AA, and Hall of Fame Awards to NACAA Regional Chair
- Usually around June 1 Award winner bio sketches and photos to FAEP program and award booklet editor. Also, submit appropriate information on all FACAA awards
- July Submit committee report for FACAA Annual Report