

## 2010 Awards Guidelines

It is time to start thinking about applying for the 2010 NEAFCS awards. All entries must be submitted to your affiliate awards chair by your affiliate due date. Each affiliate awards chair will then forward their affiliate award winning entries. These entries must be postmarked to me by Thursday, April 1st, 2010. This sounds like a long time away but we each know how fast deadlines can creep up on us, so start planning now! If you are unsure of the award categories, an overview can be found on the website by clicking on Awards at a Glance at: <http://neafcs.org/assets/awards/NEAFCS-Awards-at-a-Glance.pdf>

The complete 2010 Awards Manual can be downloaded from the NEAFCS website at: <http://neafcs.org/assets/awards/NEAFCS-Awards-Manual.pdf>. It is important that applications fit within the award category, so check the guidelines and requirements for each award. Not all programs fit in all categories, make sure you carefully follow the specific award guidelines, i.e., years of service, etc. The requirements are different for each award and those that do not follow the guidelines will be disqualified. If you have any questions please contact your affiliate awards chair or feel free to contact me at [chandler.4@osu.edu](mailto:chandler.4@osu.edu)

All award applicants are required to submit an on-line application form. The online form should be submitted electronically by the NEAFCS member in the Members Only area of the NEAFCS web site. The online award application form will be up and ready to accept applications on February 5th, after all dues have been paid by the deadline and updated to the website. As in the past, members who have not paid their current dues will not be eligible for awards in 2010.

**The 2010 awards manual contains all changes and updates so please read through the manual carefully before submitting your award application.**

### Tips For Writing Award Winning Entries

1. Ask yourself: What programs or materials were most successful? Which awards categories match my best work? It may fit in more than one category. Communications awards are a great place to start.
2. Set a goal of applying for at least one award every year, either as an individual or a team.
3. If at first you don't succeed try, try again. Review previous comments from judges. Decide if you want to apply in the same category or in a different one. Revise the application and add any new results. The judges and applicant pool are different every time, so keep trying. You can continue to reapply until you win a "national first place".
4. Follow the application directions *exactly*. Don't forget anything.
5. Tell your story clearly. How does this project make a difference? Why is this method so successful?
6. Review the judging criteria. Do you have *all* the necessary information and materials in your application? Is the application complete? Is it easy to read?
7. A good photograph is worth a thousand words.

8. Start early and have an experienced colleague or mentor review your application prior to submission. Check for spelling, typos and grammar!
9. Make the application package look good - no tiny print or poor photocopies. Be sure printing is sharp, CDs work and the layout looks neat. Package, as appropriate, in a binder, folder or other container. Label and organize to make it easy for judges to review the materials.
10. Allow adequate time to get any necessary letters of recommendation. Just like each of us, administrators are busy people.

For more tips on how to submit an award winning application check the NEAFCS website at:

<http://neafcs.org/assets/awards/NEAFCS-Award-Winning-Applications.pdf>

Now is a good time of year to reflect back on all the great work that you do and begin putting your materials together for an award winning entry. Be sure to check with your affiliate awards chair so you know the submission deadline for your affiliate and circle it in red on your calendar.

**Questions?** Contact Carol Chandler, NEAFCS Vice President for Awards and Recognition at [chandler.4@osu.edu](mailto:chandler.4@osu.edu) or by phone at 937-644-8117.