

Table of Contents for NEAFCS Judging Sheets

1. NEAFCS GREENWOOD FELLOWSHIP JUDGING SHEET
2. NEAFCS GRACE FRYINGER FELLOWSHIP JUDGING SHEET
3. NEAFCS EDUCATOR OF THE YEAR JUDGING SHEET
4. FLORENCE HALL JUDGING SHEET
5. NEAFCS PAST PRESIDENTS' NEW PROFESSIONAL JUDGING SHEET
6. DEAN DON FELKER FINANCIAL MANAGEMENT JUDGING SHEET
7. MARY M. WELLS MEMORIAL DIVERSITY JUDGING SHEET
8. PROGRAM EXCELLENCE THROUGH RESEARCH JUDGING SHEET
9. ENVIRONMENTAL EDUCATION JUDGING SHEET
10. EARLY CHILDHOOD CHID CARE TRAINING JUDGING SHEET
11. FOOD SAFETY JUDGING SHEET
12. NEWSLETTERS JUDGING SHEET
13. WRITTEN PRESS RELEASES JUDGING SHEET
14. RADIO/PODCAST JUDGING SHEET
15. TELEVISION/VIDEO JUDGING SHEET
16. EDUCATION TECHNOLOGY JUDGING SHEET
17. EDUCATIONAL CURRICULUM PACKAGE JUDGING SHEET
18. EDUCATIONAL PUBLICATIONS JUDGING SHEET
19. INTERNET EDUCATION TECHNOLOGY JUDGING SHEET
20. MARKETING PACKAGE JUDGING SHEET
21. COMMUNITY PARTNERSHIP JUDGING SHEET
22. EXTENSION HOUSING OUTREACH JUDGING SHEET
23. SDA CLEAN HOMES SAFE AND HEALTHY FAMILIES JUDGING SHEET
24. HEALTHY LIFESTYLE EDUCATION GRANT JUDGING SHEET

(Distinguished Service & Continued Excellence judging sheets are not included – the criteria for these two awards are decided within the affiliate; all applicants must complete an online award application though)

prepared 09/01/09 by Marsha Lockard, VP for Awards & Recognition



NEAFCS GREENWOOD FELLOWSHIP JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Plan for Study	Purpose is clearly stated				30	_____
	Significance of study to Extension					
	Plan seems practical					
Evidence of Program Accomplishments	Shows evidence that program is serving the needs and interests of families with whom the applicant works				25	_____
	Shows evidence that lay leadership is being effectively used				15	_____
	Shows evidence of initiative and planning ability				20	_____
	Letter of Support					
Participation in Professional and Community Activities	Involvement and leadership are evident				10	_____
	Total				100	_____

Comments



NEAFCS GRACE FRYISINGER FELLOWSHIP JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Plan for Study	Purpose is clearly stated				40	_____
	Significance of study to Extension					
Application of Study	Practicality of plans to use findings to further Extension work				30	_____
Evidence of Program Accomplishments	Is experience such that it will enable applicant to make good use of proposed achievements?				20	_____
	How significant are achievements?					
	Will prior training enable applicant to carry out this plan?					
Practicability	Methods for sharing results of study with others				10	_____
	How will project be carried out financially if other costs are involved?					
	Letter of support					
	Total				100	_____

Comments



NEAFCS EDUCATOR OF THE YEAR JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Accomplishments	Evidence programs are serving the current needs and interests of families				50	_____
Evidence of creativity, initiative, and innovative methods						
Evidence of impacts on families						
Letters of support						
Professional Improvement and Leadership	Is recognized leader in community and/or by peers				30	_____
Seeks to stay up-to-date in subject matter						
Evidence of professional growth through credit/non-credit courses, work towards an advanced degree, travel study, etc						
Special honors and awards						
Professional Association Participation	Active membership, participation, and leadership in NEAFCS at affiliate and national level				20	_____
Active participation in other professional associations						
Total					100	_____

Comments



FLORENCE HALL JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Description					20	_____
New Concerns and Emerging Issues					25	_____
Resources Involved					10	_____
Accomplishments					25	_____
Future Implications					10	_____
Other Extension Programs					5	_____
Support Evidence					5	_____
					Total Points	_____

Comments



NEAFCS PAST PRESIDENTS' NEW PROFESSIONAL JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western	Possible Points	Points Earned
Qualification for Award	Has not previously attended an NEAFCS Annual Session				5	_____
Program Accomplishments	Meets new concerns of needs and interests for families				20	_____
	Details involvement of others in planning and implementation				20	_____
	Provides evidence of initiative. Innovative methods, and ideas				20	_____
	Demonstrates results and future applications				20	_____
Special Honors and Awards	Any recognized awards or honors received since beginning Extension employment				5	_____
Professional Membership and Participation	Current membership in related professional associations (not including honoraries, civic organizations or service clubs)				5	_____
Preparation of Application	Letter of Support				5	_____
	Total Points				100	_____

Comments



DEAN DON FELKER FINANCIAL MANAGEMENT JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Introduction		Program objectives Target audience Topic – Financial Management			20	_____
Program Description and Accomplishments		Content appropriate Delivery method described Creativity Quality materials developed Innovative methods			35	_____
Program Impact		Evaluation method/tool Results and impact Marketing Publicity			35	_____
Supporting Materials		Limited to five (5) pieces (brochures, flyers, handouts, evaluations, etc.)			10	_____
		Total Points			100	_____

Comments



MARY M. WELLS MEMORIAL DIVERSITY JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western	Possible Points	Points Earned
Issue Identification	Timely or relevant to state or national issues Objectives clearly identified Target audience Is this a new Extension program? Was it developed with collaboration with others?				20	_____
Program Description	Innovative and creative approach Fosters respect and values of diversity and pluralism Involvement of others in planning and implementation Timely - was the project done within the past two years?				25	_____
Program Impact and Implications	Number of people reached (volunteers, participants, collaborators, etc.) Program impact data Evaluation method Application to other local, state, and national programs Ways to expand efforts Letter of support				40	_____
Plans for Use of Award Monies	Describe plans to develop further skills and/or programs and who will be involved				15	_____
	Total Points				100	_____
Comments						_____



EARLY CHILDHOOD CHID CARE TRAINING JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Introduction					20	_____
Program Accomplishments					50	_____
Program Impact					30	_____
					100	_____
					Total Points	_____

Comments



FOOD SAFETY JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Introduction	Program objectives Target audience				20	_____
Program Accomplishments	Content appropriate Delivery method described Creativity Materials developed Innovative methods				35	_____
Program Impact	Evaluation method/tool Results and impact Marketing Publicity				35	_____
Supporting Materials	Limited to five (5) pieces (brochures, flyers, handouts, evaluations, etc.)				10	_____
					100	_____
					Total Points	_____

Comments



NEWSLETTERS JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western	Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience and resources used % of information written/prepared by applicant Information from university or USDA resources and how Extension is identified				20	_____
Content	Are newsletter goals clear from content? Is content appropriate for the audience? Does the newsletter compartmentalize information? Does it suggest alternative resources (pamphlets, web sites, 1-800 #'s) ? Does it inform readers of upcoming programs and events?				30	_____
Style	Does the newsletter consistently present information with the reader's interests and background in mind? Are the topics new, timely, fresh? Is the reading difficult for the audience? Is the language active?				25	_____
Format	Is the cover consistent from issue to issue? Does the logo or letterhead help reader to identify writer and Cooperative Extension? Do the headlines convey information? Do the graphics/pictures reproduce well? Is the paper color appropriate, does it make the newsletter easy to read? Is the white space used effectively? Do graphics enhance the information? Can newsletter get the reader's attention? Does it offer something for the 30 second, the 3 minute and the 30 minute reader?				25	_____
Total Points					100	_____

Comments



WRITTEN PRESS RELEASES JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience Resources used Percentage of information written/prepared by applicant Information from university or USDA resources How Extension is identified				20	_____
Content	<u>Feature/Column:</u> Does the story capture the mood of person/ event? Is there originality? Does the interest build on fresh ideas? Does the story attract and hold the reader's attention? <u>News Story:</u> Is the material news worthy? Is essential information given? Is the material timely? Does the writer avoid editorializing and/or expressing opinions?				40	_____
Organization	Is the article organized? Are the most important facts presented first? Are the facts presented clearly so the reader understands? Was the submitted copy neat, well-spaced, and clearly reproducible? Well written, using correct grammar, and uncomplicated sentences.				25	_____
Style	Does the writing style exhibit a fresh approach? Does the story attract and hold the reader's attention? Did it follow publication and/or journalism guidelines?				15	_____
Total Points					100	_____

Comments



RADIO/PODCAST JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience Resources used Percentage of information written/prepared by applicant Information from university or USDA resources How Extension is identified				20	_____
Organization and Message	Subject matter practical and relevant, educational, promotional Presented clearly and concisely Aimed at particular audience, or presented to appeal to general public Pertinent to locality? If promotional, does it accomplish goal?				30	_____
Format	Opening remarks attract attention of audience and arouse interest Questions and topics discussed flow freely, with smooth transition Topics follow logical sequence Friendly and direct “closure” Viewer prompted to “tune in again?”				20	_____
Presenter/Style	Does the show have “sparkle” and “personality”? Is the show enthusiastic and gets the information across to the audience? Are there voice variations to avoid monotonous?				20	_____
Technical Quality	Quality meets broadcast standards? Recording crisp and clear Recording level properly set and maintained				10	_____
	Total Points				100	_____

Comments



TELEVISION/VIDEO JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience Resources used Percentage of information written/prepared by applicant Information from university or USDA resources How Extension is identified				20	_____
Content	Subject matter practical and relevant, educational, promotional Presented clearly and concisely Aimed at particular audience, or presented to appeal to general public Pertinent to locality? If promotional, does it accomplish goal?				35	_____
Production Techniques	Opening remarks attract attention of audience and arouse interest Questions and topics discussed flow freely, with smooth transition Topics follow logical sequence Friendly and direct “closure” Viewer prompted to “tune in again?”				25	_____
Presenter/Style	Does the show have “sparkle” and “personality”? Is the show enthusiastic and get the information across to the audience? Are there voice variations to avoid monotones?				20	_____
	Total Points				100	_____

Comments



EDUCATION TECHNOLOGY JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience Resources used Percentage of information written/prepared by applicant Information from university or USDA resources How Extension is identified				20	_____
Content	Educational and/or informative Clear and concise objectives Correct grammar, uncomplicated sentences and short paragraphs Screen format easy to read Designed to make the participant understand and become aware/informed/educated				30	_____
Evaluation Methods	Provides tools for showing impact to intended audience according to stated objectives. Evaluation tool included				20	_____
Appropriate Use of Technology	Power point or education technology is appropriate for the educational/promotional program. Simple and clear instructions for use				15	_____
Creativity	Original idea(s) Effective use of graphics Neat, clear, and clean cut				15	_____
	Total Points				100	_____
Comments						



EDUCATIONAL CURRICULUM PACKAGE JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience Resources used Percentage of information written/prepared by applicant Information from university or USDA resources How Extension is identified				20	_____
Content	Accurate, credible information Research based Uses two or more communication methods – newsletters, written news, radio/podcast, television/video, PowerPoint programs, web pages, or publications Designed to make the program participant become aware/informed/educated				40	_____
Appearance	Well written and information presented in logical sequences Clear instructions for using curriculum, including equipment needs and set up User-friendly Various typographical techniques (capitals, font style, bolding font, color, etc.) used to add to the effectiveness of the pieces Effective use of graphics				25	_____
Evaluation Methods	Evaluation tools included Defined outcomes related to program objectives				15	_____
	Total Points				100	_____
Comments						



EDUCATIONAL PUBLICATIONS JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience Resources used Percentage of information written/prepared by applicant Information from university or USDA resources How Extension is identified				30	_____
Content	Accurate, credible information Research based Correct grammar, uncomplicated sentences and short paragraphs Concise, with all essential information Designed to make the reader understand and become aware/informed/educated Holds the attention of the reader				40	_____
Appearance	White spaces and margins used effectively Arrangement of pages pleasing (if applicable) Various typographical techniques (capitals, font style, bolding font, color, etc.) used to add to the effectiveness of the piece Effective use of graphics Neat, clear, and clean cut				20	_____
Creativity	Attention “grabbing” Creates interest				10	_____
Comments	Total Points				100	_____



INTERNET EDUCATION TECHNOLOGY JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Program Outline	Issues and audience identified Program use and # of people reached Impact on audience Resources used Percentage of information written/prepared by applicant Information from university or USDA resources How Extension is identified				20	_____
Content and Production	Correct grammar, uncomplicated sentences and short paragraphs Format easy to read and well designed for the Web Links are active from page to page Designed to make the participant understand and become aware/informed/educated				40	_____
Appropriate Use of Technology	Web page good choice for presentation Appropriate for intended audience Simple and clear instructions for use				20	_____
Creativity	Original Idea(s) Effective use of graphics Neat, clear, and clean cut Ease of page load up on internet “Easy on the eye” – page not too busy or too bold				20	_____
Total Points					100	_____

Comments



MARKETING PACKAGE JUDGING SHEET

Name _____ Affiliate _____

Region (please circle) **Central** **Eastern** **Southern** **Western**

		Possible Points	Points Earned
Issue or Reason for Effort	Issues identified Audience identified Relevant to Family & Consumer Science and Cooperative Extension Service Uniqueness and need for effort	30	_____
Accomplishments	When and where marketing efforts were used Number of people reached Impact (results) from marketing effort	30	_____
Supplementary Pieces	Application may contain three or more of the following: brochure, flyer, news release, radio spots, exhibit, web page information, or photograph Designed to make the reader respond in some positive manner Attracts immediate interest and holds attention of the user Concise, yet includes all essential information, and is neat, clear, and clean-cut Various design techniques used to add to the effectiveness of the package Do all the pieces compliment each other?	40	_____
	Total Points	100	_____

Comments



COMMUNITY PARTNERSHIP JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Description of Community Partnership	Need for partnership Evidence of collaboration with others in community (non-NEAFCS)				10	_____
Program Description	Need for program Uniqueness of program Program objectives Target audience				20	_____
Program Impact Accomplishment	Learner impact and change Program outcomes Collaboration outcomes Letters of support (2)				25	_____
Role of NEAFCS Member(s)	What did the NEAFCS member (s) contribute to the partnership effort?				15	_____
Role of Community Partners	What did community groups or agencies contribute to the partnership effort?				10	_____
Future Implications	Continuing partnership Expansion of partnership “Sun-setting” of partnership				10	_____
Supporting Materials	Limited to five (5) pieces (brochures, flyers, handouts, evaluations, etc.)				10	_____
	Total Points				100	_____

Comments



EXTENSION HOUSING OUTREACH JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Introduction	Program objectives Target audience Topic – Housing Issues				20	_____
Program Description	Evidence that program is serving needs and interests of families Content appropriate (15) Partnerships and evidence of collaboration with Extension, agencies and organizations (10) Leadership provided to establish, implement and evaluate housing initiative (10) Unique outreach methods used to implement program, and follow-up with program participants (5)				40	_____
Program Impact	Program met goals and objectives Evidence of impact on families and community, may include adoption of practices, behavior changes, money/energy saved, reduction of risks, etc.				25	_____
Program Transferability	Program and support materials can be modeled and implemented by another Extension program				5	_____
Supporting Materials	Limited to ten (10) pieces (brochures, flyers, handouts, evaluations, photos, etc.)				10	_____
	Total Points				100	_____

Comments



SDA CLEAN HOMES SAFE AND HEALTHY FAMILIES JUDGING SHEET

Name _____ Affiliate _____

Region (please circle)	Central	Eastern	Southern	Western		
					Possible Points	Points Earned
Introduction	Program objectives				20	_____
	Target audience					
Program Accomplishments	Evidence that program is serving needs and interests of families				40	_____
	Content appropriate (15)					
	Partnerships and evidence of collaboration with Extension, agencies and organizations (10)					
	Leadership to establish, implement and evaluate program, follow-up with program participants (10)					
	Unique outreach methods used to implement program (5)					
Program Impact	Program met goals and objectives				25	_____
	Evidence of impact on families and community					
	Noted adoption of learned practices and behavior changes					
Program Transferability	Program and support materials can be modeled and implemented by another Extension program				5	_____
Supporting Materials	Limited to ten (10) pieces (brochures, flyers, handouts, evaluations, photos, etc., must include copy of SDA materials used)				10	_____
					100	_____
	Total Points					

Comments



HEALTHY LIFESTYLE EDUCATION GRANT JUDGING SHEET

Name _____ Affiliate _____

Region (please circle) **Central** **Eastern** **Southern** **Western**

		Possible Points	Points Earned
Program Plan	<p>Purpose of project promotes positive change by educating participants about healthy eating habits, increasing physical activity, or other ways to generally improve healthy habits.</p> <p>Specific objectives of programs/projects</p> <p>Quality of proposed project</p> <p>Target audience</p> <p>Relates to audience needs – How was the issue identified?</p> <p>Creativity in proposed project</p> <p>Realistic</p>	65	_____
Implementation	<p>Financially feasible</p> <p>Suitable time frame</p> <p>Project evaluation planned</p>	35	_____
	Total Points	100	_____

Comments