

## Appendix F

### AWARDS AND RECOGNITION POLICY AND PROCEDURE

#### 1. Committee

- a. Current WFCE President will chair (or can appoint someone to be the chair) of the Awards and Recognition Committee
- b. WFCE Members volunteer to be on the Awards Committee
- c. The current committee should have a minimum of one member from the previous year's committee.
- d. Any committee member who has been nominated for an award will not be involved in the evaluation of candidates for that particular award.
- e. Past chairperson passes the awards committee folder to the incoming president.
- f. Nominations for awards must be re-submitted each year.
- g. The executive board may present a service award, without the involvement of the awards committee, to any individual who has worked particularly hard on WFCE activities (examples: projects, membership growth, involvement, etc.)

#### AWARDS CHAIRPERSON JOB DESCRIPTION

1. Make sure you have the following things sent to you or purchased as soon as possible after the annual conference
  - a. WFCE documents (letter to recipients)
  - b. The Awards Committee Google Folder
  - c. Buy special awards certificate paper that will be printed with specific details (at office supply store)
2. Deadlines for the awards process, including:
  - a. Finalize the application and send to members via email before April 1
  - b. Nomination forms submitted to the chairperson by June 1
  - c. Letters to recipients by June 15
3. Award distribution is as follows:
  - a. Distinguished Family and Consumer Sciences Educator Award -no more than 3
  - b. Honorary Family and Consumer Sciences Award -no more than 3
  - c. New Professional Award - 1
  - d. Dedicated Service Recognition - as many as are retiring
4. Tasks to complete:
  - a. Check candidate application forms to be sure they meet awards criteria
  - b. Share candidate information forms with the awards committee
  - c. Arrange a virtual meeting for the awards committee to discuss awards selection
  - d. Determine award recipients
  - e. Submit awards committee recommendations to the Executive Board for approval.
  - f. Purchase awards and print certificates
  - g. Send letters of congratulations to award recipients and invite them to the celebration at the annual conference. Encourage them to invite family members or friends to join in the recognition

- h. Contact the person who nominated each awardee and ask them to present the award
    - i. Present awards to recipients and the WFCE excellence awards dinner
- 5. After the annual conference:
  - a. Add recipients names to the ongoing document and website
  - b. Write a news release for social media and send to the recipient's requested newspapers and employer
  - c. Write an article for the fall WFCE newsletter regarding award recipients, using comments made at the awards banquet and information from the news release
  - d. Update the awards committee folders and return to the incoming president.

### **STUDENT PROFESSIONAL GROWTH FUND**

The Student Professional Growth Fund shall consist of contributions made to this fund by WFCE members or other contributors and shall not be funded through membership dues.

Contributions made to the Student Professional Growth Fund shall be maintained separate from the general fund and shall carry over from year to year.

The Student Professional Growth Fund shall have as its purpose the promotion of university student involvement in WFCE.

### **STUDENT MEMBER WFCE CONFERENCE LODGING**

On the registration form add a checkbox for "share lodging with current member"

### **STUDENT DISCOUNTED CONFERENCE RATE**

The executive board will determine the discounted rate for college student members of WFCE based on the balance within the Student Professional Growth Fund. Our goal is to be free for undergraduate students or a current member to sponsor a student.

Request for sponsorship--post on Website

Name

College

Level in college

Passion area of FCS