

Ohio JCEP Scholarships, Grants and Recognition (SGR) Committee Guidelines

Ohio Joint Council of Extension Professionals

I. Committee Selection

- A. Committee members are appointed by the president-elect.
- B. Chair and vice-chair will be selected by the members of the committee present when the vote is taken, no later than October 31. Chair is normally the previous vice-chair.
- C. Vice-chair acts as secretary (Provides committee recommendations in writing to all officers and board members for use in board meetings. Writes minutes of each committee meeting and sends to all committee members, president, president-elect, vice president, past president, secretary and treasurer.).

II. Purpose of Committee

Administer and provide leadership to the state, regional and national award programs and oversee the selection and distribution of professional development scholarships.

III. Committee Tasks

- A. Select service awardees for NACAA, NAE4HA, NACDEP, ANREP, and NAEFCS; and maintain records of those who have been so honored.
- B. Select Ohio JCEP service awards and maintain records of those who have been honored.
- C. Facilitate the process for the Friends of Extension award(s) and work with the president-elect of Ohio JCEP to have applications reviewed and award(s) chosen by state president and president-elects in each program area.
- D. Facilitate awards program utilizing the following subcommittees: Special Chapter, Scholarships, Team Teaching, Creative Works, and Excellence in Extension.
- E. Publicize and distribute professional development scholarships.
- F. Maintain Extension service record and present listing on Ohio JCEP annual report.
- G. Publicize all award recipients with appropriate news releases and pictures.
- H. Present an updated listing of available awards in the Ohio JCEP annual report.
- I. Refer to the SGR Committee manual for processes and procedures for each award category.
- J. Work on any additional tasks as decided by the president of Ohio JCEP.

Guidelines for SGR Committee Chair

- A. Serves as an Ohio JCEP board member.
- B. Secure meeting location and accommodations.
- C. Maintain contact with the national ESP SGR Committee to stay up-to-date on scholarships, grants and recognition opportunities available at the national level.
- D. Report activities and recommendations to the Ohio JCEP Board in writing; prepare enough copies for each board member.
- E. Prepare a committee report for the Ohio JCEP annual report, which includes the Extension service record and available awards listing.
- F. Serve as member of the Ohio JCEP Annual Conference Planning Committee.
- G. Serve as chair of the Recognition Committee for the annual joint banquet of Ohio JCEP and ESP.
- H. Keep the Scholarships, Grants and Recognition Committee documents current, discarding any unnecessary items and adding new responsibilities; then passing it on immediately to one's successor.
- I. Provide budget proposal for following year to treasurer by September 1 each year.
- J. Update the Excellence in Extension plaques displayed in the Agricultural Administration building on The Ohio State University campus.
- K. Carry out any other responsibilities assigned by Ohio JCEP Board.
- L. Establish the following sub-committees selecting a chair and chair-elect:
 - a. Special Chapter Awards (includes state and national association service awards and Friends of Extension): promote and administer the awards.
 - b. Team Teaching Awards: promote and administer the awards.
 - c. Creative Works Awards: promote and administer the awards.
 - d. Scholarships: Promote and administer the awarding of scholarships.
 - e. Excellence in Extension: Promote and administer the award and update the Excellence in Extension plaques displayed in the Agricultural Administration building on The Ohio State University campus.
- M. Cooperate with the NACAA, NAE4-HA, ANREP, NACDEP, and NAEFCS national contact persons in selecting and submitting national association awards.

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