

TEAFCS AWARDS MANUAL

2025



TEAFCS

Texas Extension Association
of Family and Consumer Sciences

NATIONAL AWARDS

Texas Deadline for Application: February 14, 2025

NEAFCS Awards Manual

The 2025 NEAFCS Awards Manual is available on the NEAFCS website:
<https://www.neafcs.org>

The manual contains a complete description of awards as well as eligibility and submission requirements. Members should review and follow the guidelines in the manual when preparing and submitting awards applications. Please remember that membership dues must be renewed by December 31st in order to qualify for awards.

Additional Resources

NEAFCS has additional resources to assist with the awards process:

- Awards Instructions: Step-by-Step Guide with Screen Shots
- Combining Documents Using Adobe Acrobat Pro
- 2024 Awards-at-a-Glance
- 2024 Awards Manual/Guidelines
- Award Winning Tips
- Award Winning Applications FAQ

Submission Process

The Texas deadline for NEAFCS submission is **February 14, 2025**. Awards will be submitted to NEAFCS using the online process. The NEAFCS Awards Application is available on the NEAFCS website.

Texas members submitting NEAFCS awards applications must complete the following:

1. Submit the NEAFCS Awards Application online by the Texas deadline of **February 14, 2025**.
2. Email a copy of your awards submission confirmation page to TEAFCS 1st Vice President, at the email address on page 4 (If the submission is for a team award, please include a list of team members).

NATIONAL AWARDS

Texas Deadline for Application: February 14, 2025

Reminders from NEAFCS

- NEAFCS divides the States into Regions. Texas is the **Southern** Region.
- Use video files that are compatible with Windows Media Player or web links for videos; create easy access for judges.
- If submitting protected documents or videos, including username & password for judges' access.
- Distinguished Service Award and Continued Excellence applications require online submission. These are not judged at the National Level (2021 Update).
- 3 upload spaces; each space holds only the last document uploaded.
- Combine files with Adobe Acrobat; create PDF files, merge, and order.
- Do not include "extra" pictures in the written application.
- Photo - include a photo of yourself or your team members (not the audience) depicting your nominated program efforts. The photo is uploaded in File #4 as a JPEG file and is required for the application to be submitted. Applications submitted without a photo will not be accepted.
- Large teams of more than 20 members in space 20 or last space type "additional team members listed in the application." Refer to the guidelines listed at the top of page 8 of the Manual.
- DO NOT enter awards for another person; entry is linked to your member profile.
- Check to ensure the confirmation email has been received. It will have links to all documents included in the application. Judges scores are final.

STATE ONLY AWARDS

Deadline for Application: April 4, 2025

TEAFCS offers several awards that are only available at the state level. These awards were developed as an additional way to recognize our members as well as some of the individuals and groups that provide support to FCH programming efforts.

Program Awards

The following TEAFCS awards are only available at the State level. Awards will be given priority to those programs with originality. Programs should also have been implemented during the last programming year.

Award Categories

Awards will be presented in the following categories:

- Curriculum Enrichment
- Innovation in Texas Programming
- 4-H Youth and Development
- Healthy Texas (Health & Wellness Programs Non BLT)
- Interdisciplinary Programming
- Multi-County Programming
- SNAP-Ed/EFNEP (Healthy Texas- Better Living for Texans)

Program Award Application Requirements

All applications must be submitted electronically as one PDF document by **April 4, 2025**, to the following email addresses:

TEAFCSFIRSTVP@gmail.com
CC: Haley.Cowley@ag.tamu.edu

The application should contain the following:

- Cover Page (Available on the TEAFCS Website).
- Program Narrative – Limit your narrative to five (5) double-spaced, typed pages (12 pt. font, 1-inch margins). *The format for the narrative is on the following page.*
- Supporting Materials – limit to five (5) pieces (brochures, flyers, handouts, evaluation tool, In-Depth Summaries, marketing tool(s), links to videos, Public Service Announcement(s), PowerPoint slides, etc.).
- Letter of Support: This letter should demonstrate teamwork and collaboration, as well as the success of the program. The letter must come from a program collaborator or participant. Letters from Extension employees will not be accepted.

Program Awards Score Sheet

All Program Awards will be evaluated using the TEAFCS Score Sheet found on page 15

STATE ONLY AWARDS

Deadline for Application: April 4, 2025

The Program Narrative

The Program Narrative should be formatted as follows:

1. **Introduction:** objectives, target audience description, timeliness (program must have been developed and conducted in the past three years).
2. **Description:** activities, materials developed and/or resources used, partnerships or collaborations, and marketing.
 - a. Program Need and Uniqueness: Describe how the Family and Community Health (FCH) program addresses the need and explain the collaborative approach utilized by the team. Highlight the unique aspects of the program.
 - b. Program Design and Delivery: Detail the program's goal(s) and objective(s), the program's target audience, marketing strategies, educational methods, and evaluation plan. Include any innovative or creative approaches used.
 - c. Marketing and Branding: Describe how Texas A&M AgriLife Extension or Prairie View A&M Cooperative Extension is represented in marketing and publicity materials.
 - d. Team Roles and Contributions: Define the roles and contributions of each discipline and team member, including their participation and involvement in the program. What did the community groups or agencies contribute to the partnership effort?
3. **Impact:** Evaluation methods, results, and visibility of the program (public relations).
 - a. Results and Impact: Provide evidence of the program's impact on participants, clientele, the target audience, and/or the community.
4. **Future Implications and Sustainability:** Outline plans for maintaining team collaboration, opportunities for team expansion, future program development, and any strategies for the potential phase-out of the team (if applicable).

CURRICULUM ENRICHMENT AWARD

The Curriculum Enrichment Award recognizes collaborative efforts that enhance student's education beyond the standard curriculum. It honors individuals or organizations partnering with schools to offer innovative learning opportunities that promote student development and success.

Award

First place will be awarded. The winner will receive a plaque. If the first-place winner is a team, only TEAFCS members will receive a plaque, and non-members will receive a certificate.

Eligibility

1. The application must be submitted by a team.
2. The program must have been created within the past programming year.
3. All application components must be completed and submitted by the published application deadline.

Application:

Review the General Eligibility Requirements and Award Application Information. Complete the Award Application and include:

1. Cover page
2. Program Narrative – Limit your narrative to five (5) double-spaced, typed pages (12 pt. font, 1-inch margins).
3. Supporting Materials: Limit your submission to five (5) pieces of supporting materials, which may include brochures, flyers, handouts, evaluation tools, In-Depth Summaries, marketing tools, videos, public service announcements (PSAs), PowerPoint slides, etc.
4. Provide one Letter of Support: This letter should demonstrate teamwork and collaboration, as well as the success of the program. The letter must come from a program collaborator or participant. Letters from Extension employees will not be accepted.

JUDGING CRITERIA (100 total points)- see TEAFCS Program Awards Score Sheet in manual

Program Award Application Requirements

1. Complete the required award application documents, including supporting materials (see above).
2. Combine all documents into a single PDF file.
3. Submit the PDF by emailing the document to the following email addresses:
 - a. TEAFCSFIRSTVP@gmail.com
 - b. CC the current First Vice President

4-H & YOUTH DEVELOPMENT AWARD

The 4-H Youth Development Award recognizes creative achievements in Family and Consumer Sciences (FCS) programs for youth. It encourages originality in initiatives, whether by enhancing existing programs or introducing innovative delivery methods.

Award

First place will be awarded. The winner will receive a plaque. If the first-place winner is a team, only TEAFCS members will receive a plaque, and non-members will receive a certificate.

Eligibility

1. Application must be submitted by an individual or a team.
2. The program was implemented during the last programming year.
3. The program team must represent a new approach to a current program or the beginning of a new effort in youth development.
4. All application components must be completed and submitted by the published application deadline.

Application:

Review the General Eligibility Requirements and Award Application Information. Complete the Award Application and include:

- Cover page
- Program Narrative – Limit your narrative to five (5) double-spaced, typed pages (12 pt. font, 1-inch margins).
- Supporting Materials: Limit your submission to five (5) pieces of supporting materials, which may include brochures, flyers, handouts, evaluation tools, In-Depth Summaries, marketing tools, videos, public service announcements (PSAs), PowerPoint slides, etc.
- Provide one Letter of Support: This letter should demonstrate teamwork and collaboration, as well as the success of the program. The letter must come from a program collaborator or participant. Letters from Extension employees will not be accepted.

JUDGING CRITERIA (100 total points)- see TEAFCS Program Awards Score Sheet in manual

Program Award Application Requirements

1. Complete the required award application documents, including supporting materials (see above).
2. Combine all documents into a single PDF file.
3. Submit the PDF by emailing the document to the following email addresses:
 - a. TEAFCSFIRSTVP@gmail.com
 - b. CC the current First Vice President

HEALTHY TEXAS AWARD

The Healthy Texas Award proudly celebrates innovative programs that actively promote and enhance the health and wellness of Texans.

Award

First place will be awarded. The winner will receive a plaque. If the first-place winner is a team, only TEAFCS members will receive a plaque, and non-members will receive a certificate.

Eligibility

1. An individual or a team may submit an application.
2. The program was conducted in the past three years.
3. The program is related to Health and Wellness Programs that are **not** BLT-related.
4. All application components must be completed and submitted by the published application deadline.

Application:

Review the General Eligibility Requirements and Award Application Information.

Complete the Award Application and include:

- Cover page
- Program Narrative – Limit your narrative to five (5) double-spaced, typed pages (12 pt. font, 1-inch margins).
- Supporting Materials: Limit your submission to five (5) pieces of supporting materials, which may include brochures, flyers, handouts, evaluation tools, In-Depth Summaries, marketing tools, videos, public service announcements (PSAs), PowerPoint slides, etc.
- Provide one Letter of Support: This letter should demonstrate teamwork and collaboration, as well as the success of the program. The letter must come from a program collaborator or participant. Letters from Extension employees will not be accepted.

JUDGING CRITERIA (100 total points)- see TEAFCS Program Awards Score Sheet in manual

Program Award Application Requirements

1. Complete the required award application documents, including supporting materials (see above).
2. Combine all documents into a single PDF file.
3. Submit the PDF by emailing the document to the following email addresses:
 - a. TEAFCSFIRSTVP@gmail.com
 - b. CC the current First Vice President

INTERDISCIPLINARY TEAMWORK AWARD

The teamwork award serves to promote and recognize outstanding Extension programs conducted by interdisciplinary teams, where such programs demonstrate effective performance and yield significant results.

Award

First place will be awarded. The winner will receive a plaque. If the first-place winner is a team, only TEAFCS members will receive a plaque, and non-members will receive a certificate.

Eligibility

1. Application must be submitted by a team.
2. The program has been created within the past programming year.
3. The program team must include at least two disciplines – examples: FCH **or** BLT **or** EFNEP, **AND** Agriculture, 4-H, Horticulture, or Community Development.
4. All application components must be completed and submitted by the published application deadline.

Application:

Review the General Eligibility Requirements and Award Application Information. Complete the Award Application and include:

- Cover page
- Program Narrative – Limit your narrative to five (5) double-spaced, typed pages (12 pt. font, 1-inch margins).
- Supporting Materials: Limit your submission to five (5) pieces of supporting materials, which may include brochures, flyers, handouts, evaluation tools, In-Depth Summaries, marketing tools, videos, public service announcements (PSAs), PowerPoint slides, etc.
- Provide one Letter of Support: This letter should demonstrate teamwork and collaboration, as well as the success of the program. The letter must come from a program collaborator or participant. Letters from Extension employees will not be accepted.

JUDGING CRITERIA (100 total points)- see TEAFCS Program Awards Score Sheet in manual

Program Award Application Requirements

1. Complete the required award application documents, including supporting materials (see above).
2. Combine all documents into a single PDF file.
3. Submit the PDF by emailing the document to the following email addresses:
 - a. TEAFCSFIRSTVP@gmail.com
 - b. CC the current First Vice President

MULTI-COUNTY PROGRAMMING AWARD

The Multi- County Programming Award promotes and recognizes outstanding Extension Family and Community Health programs conducted by a multi – county team that demonstrates effective performance and significant results.

Background

The Multi-County Programming Award is intended to recognize outstanding Extension Family and Community Health (FCH) programs conducted by extension FCH educators in two or more counties.

Award

First place will be awarded. The winner will receive a plaque. If the first-place winner is a team, only TEAFCS members will receive a plaque, and non-members will receive a certificate.

Eligibility

1. The application must be submitted by a team.
2. The program was implemented during the last programming year.
3. The program team must include team members from at least two Texas counties.
4. All application components must be completed and submitted by the application deadline.

Application:

Review the General Eligibility Requirements and Award Application Information.

Complete the Award Application and include:

- Cover page
- Program Narrative – Limit your narrative to five (5) double-spaced, typed pages (12 pt. font, 1-inch margins).
- Supporting Materials: Limit your submission to five (5) pieces of supporting materials, which may include brochures, flyers, handouts, evaluation tools, In-Depth Summaries, marketing tools, videos, public service announcements (PSAs), PowerPoint slides, etc.
- Provide one Letter of Support: This letter should demonstrate teamwork and collaboration, as well as the success of the program. The letter must come from a program collaborator or participant. Letters from Extension employees will not be accepted.

JUDGING CRITERIA (100 total points)- see TEAFCS Program Awards Score Sheet in manual

Program Award Application Requirements

1. Complete the required award application documents, including supporting materials (see above).
2. Combine all documents into a single PDF file.
3. Submit the PDF by emailing the document to the following email addresses:
 - a. TEAFCSFIRSTVP@gmail.com
 - b. CC the current First Vice President

SNAP-ED/EFNEP EDUCATIONAL PROGRAM AWARD

HEATHY TEXAS- BETTER LIVING FOR TEXANS

The SNAP-Ed/EFNEP award recognizes outstanding evidence-based nutrition education and obesity prevention interventions and projects for persons eligible for the Supplemental Nutrition Assistance Program (SNAP) for low-income families, particularly those with children.

Award

First place will be awarded. The winner will receive a plaque. If the first-place winner is a team, only TEAFCS members will receive a plaque, and non-members will receive a certificate.

Eligibility

1. An individual or a team may apply.
2. The program has been delivered within the past three years.
3. The program must address nutrition with a target audience of SNAP-eligible participants or low-income families, particularly those with children.
4. All application components must be completed and submitted by the published application deadline.

Application:

Review the General Eligibility Requirements and Award Application Information. Complete the Award Application and include:

- Cover page
- Program Narrative – Limit your narrative to five (5) double-spaced, typed pages (12 pt. font, 1-inch margins).
- Supporting Materials: Limit your submission to five (5) pieces of supporting materials, which may include brochures, flyers, handouts, evaluation tools, In-Depth Summaries, marketing tools, videos, public service announcements (PSAs), PowerPoint slides, etc.
- Provide one Letter of Support: This letter should demonstrate teamwork and collaboration, as well as the success of the program. The letter must come from a program collaborator or participant. Letters from Extension employees will not be accepted.

JUDGING CRITERIA (100 TOTAL POINTS)- SEE TEAFCS PROGRAM AWARDS SCORE SHEET IN MANUAL

Program Award Application Requirements

1. Complete the required award application documents, including supporting materials (see above).
2. Combine all documents into a single PDF file.
3. Submit the PDF by emailing the document to the following email addresses:
 - a. TEAFCSFIRSTVP@gmail.com
 - b. CC the current First Vice President

SPECIAL AWARDS

Application Deadline: April 4, 2025

County Judges and Commissioner Court Award

Criteria

This award will be presented to a court that has demonstrated strong support of Extension FCH programs. This award may be presented to a Commissioners Court from any District.

Nomination Requirements

The County Judges and Commissioners Nomination Form must be submitted electronically as one PDF document to the email addresses on page 3.

Award Presentation

This award will be presented at the TEAFCS State Conference. The host district will provide 5 tickets to the awards event. No funding will be available for travel expenses

Friend of Extension Award

Criteria

Nominee may be any individual or group that supports the Extension FCH program. This award may only be presented once

Nomination Requirements

The Friend of Extension Nomination Form must be submitted electronically as one PDF document to the email addresses on page 3.

Award Presentation

This award will be presented at the TEAFCS State Conference. The host district will provide 2 tickets to the awards event. No funding will be available for travel expenses.

SPECIAL AWARDS

Application Deadline: April 4, 2025

Specialist Award for Distinguished Achievement

Criteria

Nomination should focus on outstanding educational programs and projects developed and/or conducted during the past 1 to 3 years by an Extension Specialist/Team of the Texas A&M AgriLife Extension Service that have supported CEA-FCH faculty

Nomination Requirements

The Specialist Award Nomination Form must be submitted electronically as one PDF document to the email addresses on page 3

Awards Presentation

This award will be presented at the TEAFCS State Conference. The host district will provide 2 tickets to the awards event. No funding will be available for travel expenses.

Extension Support Staff Award

Criteria

Award may be presented to an individual who is an employee of Texas A&M AgriLife Extension Service or is in a county position

Nomination Requirements

The Extension Support Staff Award Nomination Form must be submitted electronically as one PDF document to the email addresses on page 3

Awards Presentation

This award will be presented at the TEAFCS State Conference. The host district will provide 2 tickets to the awards event. No funding will be available for travel expenses.

TEAFCS SCHOLARSHIPS

Application Deadline: April 4, 2025

TEAFCS Professional Development Scholarship

Purpose

The purpose of the TEAFCS Professional Development scholarship is to provide financial assistance for members pursuing Post-graduate study. \$500 will be awarded to two current TEAFCS members each fall.

Application Requirements

- The application form.
- Letter of Support from your immediate supervisor.

Presentation of Scholarship

Scholarship winner(s) will be recognized at the TEAFCS State Conference.

Ann Sonner Scholarship

Scholarship

One (1) \$1,200.00 scholarship will be awarded. Scholarship may be received only one time by an individual.

Eligibility Requirements

Applicant must meet the following requirements:

- Actively participated in 4-H three years.
- Minimum grade point average of 2.5 on 4-point system.
- Attending a Texas College or University.
- Majoring in a Family and Consumer Sciences related field.
- Currently an undergraduate Sophomore or above in College.
- Scholarship to be applied to Junior or Senior years of college.
- Scholarship may only be received one time.

Application Requirements

The Ann Sonner Scholarship application must be submitted electronically as one PDF document to the email addresses on page 3 no later than April 4, 2025.

Application Instructions

- Attach one complete college transcript including last semester attended.
- Include two letters of recommendation (one from your County Extension Agent and one from a professor in the department of your major).

Judging Criteria

Applications will be judged based equally on each of the following: Financial Need, Scholastic Ability, Leadership and Character, Participation in 4-H

Presentation of Scholarship

A certificate will be presented to the recipient. Funds will be issued to the college or university in one check

TEAFCS PROGRAM AWARDS SCORE SHEET

Name _____

Category _____

		possible points	points earned
Relevance/ Issue Identification	<ul style="list-style-type: none"> • Timely and pertinent to local, state, or national matters. Need of program described • Objectives are clearly defined. • Target audience identified. • Is this a new Extension program? • Was it developed in collaboration with others? Evidence of collaboration with others? 	15	
Response/ Program Description	<ul style="list-style-type: none"> • Delivery Method Explained • Creativity • Developed Materials • Innovative Techniques • Marketing Strategies • Quality of materials 	30	
Results/ Program Impact	<ul style="list-style-type: none"> • Evaluation method described • Data Analysis • Results and learner impact • Ways to expand efforts • Evidence of impact on target audience 	35	
Supporting Material	limit to five (5) pieces (brochures, flyers, handouts, evaluation tool, In-depth summaries, marketing tool(s), links to videos, PSA(s), PowerPoint slides etc.).	10	
Letter of Support		10	
Total Points		100	

Comments :