

**Guidelines for Scholarships, Grants and Recognition (SGR) Committee
Ohio Joint Council of Extension Professionals (OJCEP)**

- 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 (provide 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
 - A. 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 OJCEP Service Awards and maintain records of those who have been honored.
 - B. Facilitate the process for the Friends of Extension award(s) and work with the president elect of OJCEP to have applications reviewed and award(s) chosen by state president and president elects in each program area.
 - C. Facilitate awards programs utilizing the following subcommittees: Special Chapter, Scholarships, Team Teaching, Creative Works, Grants, and Excellence in Extension
 - D. Publicize and distribute professional development scholarships
 - E. Provide access to all award recipients with appropriate news releases and pictures.
 - F. Present an updated listing of available awards in the OJCEP Annual Report.
 - G. Refer to the SGR Committee manual for processes and procedures for each award category.
 - H. Work on any additional tasks as decided by the President of OJCEP.

Guidelines for SGR Committee Chair

- A. Serves as an OJCEP 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 OJCEP Board in writing.
- E. Prepare a committee report for the OJCEP Annual Report.
- F. Serve as member of the Annual Conference Planning Committee.
- G. Serve as Chair of the Recognition Committee for the annual joint banquet of OJCEP and ESP.
- H. Keep the Scholarships, Grants and Recognition committee documents current discarding any unnecessary items and adding new responsibilities and pass it on immediately to your successor.
- I. Provide budget proposal for following year to Treasurer by September 1 each year.
- J. Carry out any other responsibilities assigned by OJCEP Board.
- K. Establish the following sub-committees selecting a chair and chair-elect (refer to manual for descriptions of sub-committee duties):
 - a. Special Chapter Awards (includes Friends of Extension)
 - b. Team Teaching Awards
 - c. Creative Works Awards
 - d. Scholarships
 - e. Grants
 - f. Excellence in Extension
- L. Cooperate with the NACAA, NAE4-HYDP, ANREP, NACDEP, and NAEFCS national contact persons in selecting and submitting national association awards.

Approved 2020