

**SCACAA Policy Manual
(Revised August 26, 2024)**

Purpose

The South Carolina Association of County Agricultural Agents (SCACAA) was formed to promote professional welfare with Clemson University; to encourage and promote higher standards of attainment in agent work; to foster harmonious and cooperative efforts within the Extension community; and to cultivate a closer relationship among its members.

NACAA and SCACAA Code of Ethics

My professional standards shall have in them a note of understanding for our common humanity. My work, ambitions and relations shall always cause me to take into consideration my highest duties as a member of society.

In every position of business life, in every responsibility that comes before me, my chief thought shall be to fill that position and discharge that responsibility to lift the level of human ideals and achievements a little higher than I found it.

- FIRST: Consider my vocation worthy and as affording me distinct opportunity to serve society.
- SECOND: Improve myself, increase my efficiency, and enlarge my service.
- THIRD: Remember that I am a professional person and want to succeed, but that I am first an ethical person and wish no success that is not founded on the highest justice and morality.
- FOURTH: Respect and hold in high esteem science in all its phases and to recognize that Experiment Station and USDA findings constitute professional authority in agriculture and to respect the opinion of those who have established themselves as authorities in this branch of science.
- FIFTH: Be loyal to our State Universities, the USDA, our local, state, and national government.
- SIXTH: Hold in high esteem the callings of both rural and urban activities including farming, urban and youth development programs, and homemaking.
- SEVENTH: Recognize that the development of leadership and the building of communities is the highest service I can render as a County Extension Agent.
- EIGHTH: Maintain an open mind, seeking always to understand the viewpoints of others.
- NINTH: Not engage in any activity which will interfere with the proper fulfillment of my professional duties and bring discredit to my office.
- TENTH: Support and contribute to strengthening my State or Regional and National Association of County Agricultural Agents in their efforts to improve and advance the Extension Service Program for the betterment of our nation.

Membership

In order to join the SCACAA, a prospective member must meet the qualifications set forth in Article II, Section I of the SCACAA Constitution. This states that any County Extension Agent, County Extension Director, State Extension Specialist, Extension Associate or State Extension Administrator who possess a Baccalaureate or higher degree in agriculture, forestry or related field who subscribes to the NACAA and SCACAA aims and purposes may become a member of this association by paying the annual membership dues and upon approval of the Executive Committee.

Additional membership information is outlined in the Constitution and By-Laws.

Life Membership

Article 1, section 2 of the NACAA By-Laws states that a former member of NACAA who has retired or is retiring from the Cooperative Extension Service may apply for life membership. The policy of the national organization has been that any Life Member approved at the state level shall be approved at the national level.

Article 1, section 2 of the SCACAA By-Laws states that any and all retired County Extension Agents, or State Extension Specialists, who have been regular members as listed in Article 1, section 1 shall be considered life members of the Association upon payment of one life membership fee as determined by the membership of the Association. Life members do not pay annual dues, and do not have voting privileges. However, the NACAA states that in order for life members to continue to receive The County Agent magazine, they must pay an annual or multiple year subscription fee as determined by the Board of Directors.

In short, SCACAA policy is that any person who has been a member in good standing of the SCACAA and NACAA shall be eligible for life membership upon retirement from the Cooperative Extension Service and upon payment of the one-time life membership fee. Any questionable cases shall be resolved by a vote of the SCACAA Board of Directors.

Dues

Dues are set annually by the Board to ensure timely submission to NACAA.

Officers and Directors

Article III of the SCACAA Constitution explains the leadership structure of the SCACAA. It lists the offices and the constitutional responsibilities of each officer and director. Additional duties are as follows:

President:

During his/her term, the President shall, serve on the Extension Senate as a non-voting member, and represent the SCACAA at the annual meetings of the other Extension associations, upon invitation. He/she will extend a personal written invitation to the presidents of the other Extension associations to attend the SCACAA AM/PIC. During his/her term, the President will attend the Joint Council of Extension Professionals (JCEP) Leadership Conference. He/she shall also be responsible for appointing a three-member Auditing Committee for an annual audit of the Treasurer's books (Article III, Section 10 of the Constitution). At his/her discretion, the President may designate another SCACAA officer or member to carry out one of more of these duties.

President Elect:

As Chair of the Annual Meeting and Professional Improvement Conference (AM/PIC) committee, the President Elect will assume responsibility for planning coordinating and hosting the AM/PIC. The committee should submit a meeting proposal at the Winter Board Meeting preceding the AM/PIC. The proposal should include a host location, budget, and tentative program and must be approved by the Board prior to making arrangements, signing contracts, etc. During his/her term, the President Elect will attend the Public Issues Leadership Development (PILD) Conference.

Vice President:

As Chair of the Fundraising Committee, the Vice President will assume responsibility for all fundraising activities deemed appropriate by the board including, but not limited to, fundraising for the AM/PIC.

Past President:

The Past President will serve as Chair of the Nominating Committee and of the Policy and Resolutions Committee.

Secretary:

The Secretary will serve as Chair of the Membership Committee.

District Directors:

Each district director will serve as a member of the Membership Committee, and assist the Chair (by contacting past, present, and potential members in their district) in the annual membership drive.

Responsibilities of SCACAA Officers at NACAA Annual Meetings

Consult the NACAA AM/PIC Program for exact day and time of required events.

President:

The state president will attend the state officers' workshop of the NACAA AM/PIC.

The state president [or appointed representative] will be responsible for attending the flag ceremony rehearsal on Sunday afternoon following the state officers' workshop. He or she will carry the South Carolina state flag during the ceremonies of the opening session. [The state flags are maintained by the NACAA. The state president does not have to provide the state flag. It will be provided by NACAA.]

The state president will be responsible for assembling all attendees from South Carolina (members, life members, spouses, and guests) for the state picture at the designated time. The state president shall discover the designated time and notify all other attendees from the state.

As a voting delegate, the state president will attend the voting delegate's breakfast on Monday morning, and the voting delegate's session on Tuesday morning.

The state president will attend the Southern Regional Meeting and will be the spokesperson for South Carolina.

If there are any administrators from South Carolina in attendance at the NACAA AM/PIC, the state president will attend the Administrators Breakfast and introduce the administrators from the state. [This function is by invitation only, so the president must make certain that the organizers know if there are administrators in attendance so that both the administrators and state president will get an invitation.]

The state president will attend the state presidents and vice-presidents' luncheon.

The state president is responsible for organizing a States Night Out dinner for all attendees from South Carolina on the designated evening. The state president will determine the

number that will be in attendance, make dinner reservations, and see that everyone has transportation to the appropriate location and back.

[Note: It has been the policy of the SCACAA to pay for dinner for all members and life members in attendance at States Night Out. It is the responsibility of the members and life members to pay for dinner for any spouses or other guests in attendance. The state president will coordinate with the state treasurer to make appropriate arrangements for paying for dinner for States Night Out.]

President Elect:

The president elect will assume any or all of the above-mentioned duties in the absence of the state president.

The president elect will attend the state officers' workshop at its designated time.

As a voting delegate, the president elect will attend the voting delegate's breakfast and the voting delegate session at their designated times.

The president elect will attend the Southern Regional Meeting.

The president elect will attend the State Presidents and Vice Presidents luncheon, following the voting delegate session.

Vice President:

The vice president will assume any or all of the above-mentioned duties in the absence of the state president and/or president elect.

The vice president will attend the state officers' workshop at its designated time.

As a voting delegate, the vice president will attend the voting delegate's breakfast and the voting delegate session at their designated times.

The vice president will attend the Southern Regional Meeting.

Past President:

If our state has four voting delegates, the past president will serve as the fourth delegate. As such, the past president will attend the voting delegate's breakfast and the voting delegate session at their designated times.

The past president will attend the Southern Regional Meeting.

Secretary:

If the state secretary is in attendance at the NACAA AM/PIC, he or she will attend the state officers' workshop at its designated time.

If our state has five voting delegates, or in the absence of another designated voting delegate, the secretary will attend the voting delegates breakfast and the voting delegate session at their designated times.

The secretary will attend the Southern Regional Meeting.

Treasurer:

If the state treasurer is in attendance at the NACAA AM/PIC, he or she will attend the state officers' workshop at its designated time.

If our state has six voting delegates, or in the absence of another designated voting delegate, the treasurer will attend the voting delegates breakfast and the voting delegate session at their designated times.

The treasurer will attend the Southern Regional Meeting.

Whether in attendance or not, the state treasurer will coordinate with the state president for payment of dinner at States Night Out for all members and life members in attendance.

Committees

The SCACAA will have the following standing committees [updated June 2016 to reflect NACAA changes]:

- Agricultural Economics and Community Development
- Agronomy and Pest Management
- Animal Science
- Horticulture and Turfgrass
- Natural Resources/Aquaculture
- Sustainable Agriculture
- Leadership and Administrative Skills
- Agricultural Issues and Public Relations
- Early Career Development
- Teaching and Educational Technologies
- 4-H and Youth
- Communications
- Professional Excellence
- Public Relations and Agricultural Awareness
- Recognition and Awards
- Scholarship
- Search for Excellence
- Life Members
- Annual Meeting and Professional Improvement Conference
- State Meeting Fundraising
- Nominating
- Policy & Resolutions
- Auditing (3 member committee)

Additional committees may be organized and appointed at the pleasure of the Board.

Chair and Vice Chair Appointments and Rotation:

Committee chairs are appointed by the president elect with approval from the Executive Committee, and are appointed for two (2) year terms. The committee chairs are set up in a rotational basis such that only about one half will be new in any given year, while the other half will be serving the second year of their term.

State Committee Chair Responsibilities

State Committee Chairs are to act as a liaison between the membership and state association and the NACAA regional vice chairs. Each serves as a conduit for information about the committee's activities and programs, and shares ideas, thoughts and concerns up the chain of command when necessary. State Committee Chair responsibilities vary depending on the purpose and activities of each committee.

General Responsibilities of the Committee Chair:

- Coordinate the activities of the Committee.
- Provide leadership in raising funds and preparing budgets for committee activities, and handling donor contacts in cooperation with the SCACAA Board.
- Work with committee in establishing communications concerning committee activities.
- Assume responsibility for informing the membership of activities being conducted by the committee by submitting articles and information to the secretary for disbursement to the membership.
- Plan, promote and implement any professional improvement activities such as seminars, workshops, tours, short courses, etc., that the committee develops.
- Participate in and assist with committee activities at the NACAA AM/PIC including professional improvement sessions, committee meetings and special activities such as super seminars or tours.
- Work with committee members to encourage SCACAA members to submit applications for participation as presenters at the NACAA AM/PIC workshops, and assist them in understanding the application process.
- Receive all NACAA committee program applications from members, check the applications for accuracy, and forward them to the regional vice chair for consideration.
- Serve as communication link between the respective NACAA Committee and the state's membership.
- Assist the committee's National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for from the state's membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to programs being conducted within the state that might have national applications or benefit NACAA members.

For a complete listing of committee and committee chair responsibilities please review the NACAA Committee Members Handbook at ncaa.com.

Committee Chair Awards Responsibilities:

The Committee Chairs listed below are charged with submission and/or approval of submission of the following awards to the Regional or National Committee Chair as directed by NACAA Award Guidelines. **Each Chair is responsible for checking with the Regional or National Chair (depending on award) and/or visiting the appropriate section of the NACAA website to verify entries submitted by SCACAA members, since no email notification is sent for many of these awards submissions:**

Recognitions and Awards Achievement Award, Distinguished Service Award

Search for Excellence Environmental Quality, Forestry and Natural Resources SFE, Crop Production SFE, Consumer or Commercial Horticulture SFE, Farm and Ranch Financial Management SFE, Livestock Production SFE, Young, Beginning, or Small Farmers/Ranchers SFE, Sustainable Agriculture Recognition Program SFE, Excellence in 4-H and Youth Development SFE

Public Relations Agricultural Awareness and Appreciation Award

Communications Awards Audio Recordings, Published Phot and Caption, Computer Generated Graphics Presentation with Script, Program Promotional Piece, Personal Column, Feature Story, Newsletter, Individual, Newsletter, Team, Video Recordings, Fact Sheet, Publication, Website/Online Content, Learning Module/Notebook, Bound Book

Professional Excellence Poster Session

The following State awards are not supported at the national level and therefore are not submitted to NACAA, but are the responsibility of the following Committee Chairs:

Recognitions and Awards Certificate of Merit, Friend of Extension, Media, Outstanding Pesticide Training Coordinator

Committee Responsibilities and Duties:

The responsibilities and duties of each NACAA-associated committee are as follows:

Agricultural Economics and Community Development

The Agricultural Economics and Community Development Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Agricultural Economics Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and, if so, then determine what course should be taken to offer this opportunity to members.

- Participate in and assist with Committee activities at the NACAA AM/PIC including professional improvement sessions, committee meetings and special activities such as super seminars or tours.
- Serve as communication link between the NACAA Agricultural Economics and Community Development Committee and the states membership.
- Assist the Agricultural Economics and Community Development Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Agricultural Economics and Community Development Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Agricultural Economics and Community Development programs being conducted within the state that might have national applications or benefit NACAA members.

Agronomy and Pest Management

The Agronomy/Pest Management Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Agronomy/Pest Management Committee, it will be the responsibility of the committee to determine if the

idea for professional improvement is feasible, and, if so, determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Agronomy/Pest Management Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Agronomy/Pest Management Committee and the states membership.
- Assist the Agronomy/Pest Management Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Agronomy/Pest Management Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Agronomy/Pest Management Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Agronomy/Pest Management programs being conducted within the state that might have national applications or benefit NACAA members.

Animal Science

The Animal Science committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Animal Science committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Animal Science Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Animal Science Committee and the states membership.
- Assist the Animal Science Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Animal Science Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.

- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Animal Science Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Animal Science programs being conducted within the state that might have national applications or benefit NACAA members.

Horticulture and Turfgrass

The Horticulture and Turfgrass committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Horticulture and Turfgrass committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Horticulture and Turfgrass Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Horticulture and Turfgrass Committee and the states membership.
- Assist the Horticulture and Turfgrass Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Horticulture and Turfgrass Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Horticulture and Turfgrass programs being conducted within the state that might have national applications or benefit NACAA members.

Natural Resources/Aquaculture

The Natural Resources/Aquaculture committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this

area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the entire SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Natural Resources/Aquaculture committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Natural Resource/ Aquaculture Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Natural Resources/ Aquaculture Committee and the states membership.
- Assist the Natural Resources/ Aquaculture Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Committee Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the committee from states' membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Natural Resources/ Aquaculture programs being conducted within the state that might have national applications or benefit NACAA members.

Sustainable Agriculture

The Sustainable Agriculture Committee is charged with the responsibility of providing professional improvement opportunities for members with responsibilities in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total SCACAA membership to this committee through the state chair. As ideas for professional improvement are brought to the Sustainable Agriculture Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible and, if so, determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Sustainable Agriculture Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Sustainable Agriculture Committee and the states membership.
- Assist the Sustainable Agriculture Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.

- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Sustainable Agriculture Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Sustainable Agriculture Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to Sustainable Agriculture programs being conducted within the state that might have national applications or benefit NACAA members.

Agricultural Issues

The Agricultural Issues Committee provides educational opportunities that help SCACAA members identify, define and educationally address issues in agriculture that impact the sustainability of agriculture operations in their areas. In addition, it encourages and trains members to carry out high impact public relations projects to enhance appreciation for and an overall understanding of agriculture. This charge includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total SCACAA. As ideas for professional improvement are brought to the Agriculture Issues Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members. The Committee also assists in coordinating the Outstanding Young Farmer (OYF) Program and promotion of the program to the NACAA membership.

- Participate in and assist with the Agricultural Issues Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Agricultural Issues Committee and the State's membership by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the Regional Vice-Chair.
- Assist Agricultural Issues Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Agricultural Issues Committee from State's membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Agricultural Issues

programs being conducted within the State that might have National applications or benefit NACAA members.

Early Career Development

The Early Career Development Committee develops professional improvement education programs that will assist members who are early in their career to maximize and successfully complete their Extension education experiences. The Committee will also help train members in management positions, or those who are in other positions that might play a role in mentoring new professionals, to assist those who are new to Extension. This charge also includes the securing of resources to fund these activities and the responsibility to promote these activities to members. Professional improvement program ideas should come from the total SCACAA membership. As ideas for professional improvement are brought to the Early Career Development Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Early Career Development Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Early Career Development Committee and the State's membership.
- Assist the Early Career Development Committee National Chair and Regional Vice-Chair by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the Regional Vice-Chair.
- Assist Early Career Development Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Early Career Development Committee from States membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Early Career Development being conducted within the State that might have National applications or benefit NACAA members.

Leadership and Administrative Skills Development

The Administrative Skills Committee strives to improve and enhance the administrative skills of all NACAA members regardless of the degree of administrative responsibility. Possible areas of focus could include working with State legislators and other local government officials, general office administration, budgetary skills, personnel management and evaluation, administering volunteers, developing position descriptions and grant writing. This charge includes the development of professional improvement opportunities, securing

resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total SCACAA membership. As ideas for professional improvement are brought to the Administrative Skills Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Leadership and Administrative Skills Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA Leadership and Administrative Skills Committee and the State's membership.
- Assist the Leadership and Administrative Skills Committee National Chair and Regional Vice-Chair by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forward that information on to the Regional Vice-Chair.
- Assist Leadership and Administrative Skills Committee Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Leadership and Administrative Skills Committee from States membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Leadership and Administrative Skills programs being conducted within the State that might have National applications or benefit NACAA members.

Teaching and Educational Technologies

The Teaching and Educational Technologies Committee focuses on the development of programs to assist members in learning non-traditional Extension education skills. Possible areas of focus could include electronic multi-media skills, computer networking, compressed video, electronic communications, distance education, and traditional teaching skills. This charge includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. Professional improvement program ideas should come from the total SCACAA membership. As ideas for professional improvement are brought to the Teaching and Educational Technologies Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, then determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the Teaching and Educational Technologies Committee activities at the NACAA AM/PIC.

- Serve as communication link between the NACAA Teaching and Educational Technologies Committee and the State's membership.
- Assist the Teaching and Educational Technologies Committee National Chair and Regional Vice-Chair by promoting activities to State committees and NACAA members within the State.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Teaching and Educational Technologies Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the Teaching and Educational Technologies Committee from State membership to the National level by requesting input from State NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of State activities relating to Teaching and Educational Technologies programs being conducted within the State that might have National applications or benefit NACAA members.

Communications

The objective of the Communications committee is to enhance the communication skills and knowledge of the County Agent/Educator through promotion, training, and recognition efforts. The committee will conduct the Communications Award Program, working closely with its sponsors and supporters, to sharpen communication skills, encouraging interest, and sharing ideas with other Extension workers.

SCACAA and NACAA members can apply to 14 communication award categories. Each communication category is listed in the Special Edition issue of The County Agent magazine and on the NACAA website (ncaa.com).

Beyond the general responsibilities, the state chair's duties include:

- Conduct the state communications recognition program to recognize effective communications skills and technology use by state members.
- Promote the cooperation with all media to serve as an outlet for Extension information.
- Receive entries in all award categories
- Assemble a team of judges who will select the top three entries in each category
- Forward the winning entry in a timely manner (no more than three weeks after the entry deadline) to the regional communications vice-chair.
- Work closely with the regional communications vice-chair and the state recognition chair to carry out the goals and guidelines and provide leadership as set by the National Association of County Agricultural Agents Program Recognition Council.
- Enhance the communication skills and knowledge of the County Agent through promotion, training, and recognition efforts.

- Work closely with state sponsors and supporters, as means of sharpening communication skills, encouraging interest, and sharing ideas with other Extension Staff.
- Recommend educational programs to the state president that will improve or train members in communication skills and/or better use of communication technology.
- Promote cooperation and collaboration with printed and electronic media to Extension
- Provide leadership to the state communications award programs.

Search for Excellence

The objectives of the Search for Excellence Committee will be to promote and recognize quality program efforts of NACAA members, and to design methods of transferring such excellence in programming to other County Agents across the United States.

This committee will conduct recognition programs in program development, implementation and evaluation by NACAA members, including:

- Search for Excellence in 4-H and Youth
- Search for Excellence in Consumer or Commercial Horticulture
- Search for Excellence in Crop Production Program
- Search for Excellence in Livestock Production Program
- Search for Excellence in Farm and Ranch Financial Management Program
- Search for Excellence in Forestry and Natural Resources
- Search for Excellence For Young, Beginning or Small Farmers/Ranchers
- Search for Excellence in Sustainable Agriculture Recognition Program

Beyond the general responsibilities, the state chair's duties include:

- Encourage and recruit agents to apply for awards.
- Conduct state judging of Search for Excellence Programs within two weeks of the date listed in the Awards Edition of The County Agent as due date to State.
- See that all members of your state association receive information on SFE Award Programs, including but not limited to: Livestock Production, Crop Production, Farm & Ranch Financial Management, Environmental Quality & Natural Resources, Young, Beginning or Small Farmers/Ranchers, & Farm Health & Safety.
- Encourage and recruit agents to apply for awards.
- Conduct state judging of SFE Programs within two weeks of the date listed in the Awards Edition of The County Agent as due date to State Committee Chair.
- Notify State Winner of their winning entry. Encourage them to send a thank you (paper note or electronic message) to the sponsor of their awards program.
- Send State Winners in each of the awards programs to your regional Vice-Chair listed in the magazine prior to April.
- Include a list of all entries you received by name and program area.
- Encourage Search for Excellence Award winners to attend the NACAA AM/PIC to receive their awards.
- Participate in the SFE Committee Workshop during the NACAA AM/PIC.
- Make contact with potential sponsors through local representatives.

4-H and Youth

The 4-H and Youth Committee is charged with the responsibility of providing professional improvement opportunities for members in this area. This includes the development of professional improvement opportunities, securing resources to fund these activities, and promoting these activities to members. As ideas for professional improvement are brought to the 4-H and Youth Committee, it will be the responsibility of the committee to determine if the idea for professional improvement is feasible, and if so, determine what course should be taken to offer this opportunity to members.

- Participate in and assist with the 4-H and Youth Committee activities at the NACAA AM/PIC.
- Serve as communication link between the NACAA 4-H and Youth Committee and the states membership.
- Assist the 4-H and Youth Committee National Chair and Regional Vice-Chair by promoting activities to state committees and NACAA memberships within the state.
- Assist in the identification of potential sponsors for events and activities and forwarding that information on to the Regional Vice-Chair.
- Assist Regional Vice-Chair in preparation of reports, plan of work, and other tasks as requested.
- Assist the National Chair or Regional Vice-Chair in planning and conducting professional improvement activities when called upon.
- Promote the flow of ideas for the 4-H and Youth Committee from states membership to the national level by requesting input from state NACAA members and channeling such information and ideas to the National Chair through the Regional Vice-Chair.
- Keep the Regional Vice-Chair informed of state activities relating to 4-H and Youth programs being conducted within the state that might have national applications or benefit NACAA members.

The objective of the 4-H and Youth committee is to enhance the 4-H program efforts of SCACAA members by developing and promoting 4-H and Youth professional improvement opportunities for SCACAA members through:

- The SCACAA annual meeting, in cooperation with the SCACAA President
- The SCACAA President's newsletter
- Conduct of the Excellence in 4-H and Youth Development Recognition Award Program (sponsored by NACAA)
- Other activities at the President's request

Professional Excellence

The objective of the Professional Excellence Committee will be to showcase excellence in program efforts of NACAA members. This will be done by giving them the opportunity to present posters and abstract papers at the NACAA Annual Meeting/Professional Improvement Conference. Another objective to this committee is to assist members with career promotion and performance evaluation. If the member has distinguished himself/herself by becoming a national finalist in an award program, an abstract of their award-winning program will be published. All abstracts from accepted poster session entrants will be published as well. The abstract will be published in the Annual Meeting Proceedings and other methods deemed useful.

Beyond the general responsibilities, the state chair's duties include:

- Collect abstracts from poster session entrants and forward them to the regional vice chair for consideration for the NACAA AM/PIC poster session
- Reviews submitted abstracts from poster session entrants for completeness and publish them as a supplement to the AM/PIC proceedings.
- Recruit judges to select posters for awards.
- Work with AM/PIC committee regarding poster session placement and logistics.
- Provide information to general membership on poster preparation, writing abstracts, judging, and the online poster abstract submission process.
- Implement methods for NACAA to be a catalyst and vehicle for its members to use for publishing and presenting papers at annual meetings.
 - Encourage and recruit state members to submit posters for the Poster Session
 - Provide NACAA guidelines for poster preparation and judging to state members.
 - Provide information to state membership on poster preparation and writing abstracts.
 - Guide state membership on NACAA website poster application process.

Public Relations & Agricultural Awareness

It is the responsibility of all members of the SCACAA to promote good public relations. However, it is the responsibility of the Public Relations & Agricultural Awareness committee to assume a leadership role in developing suggestions for improving the public image of the Cooperative Extension Service and of the County Agent.

In order to accomplish this, the Public Relations committee will implement a system whereby all SCACAA award recipients receive recognition in their home community media and acknowledgment to advisory committees and supervisors. Recipients are to include elected officers and directors, DSA and AA recipients, and professional improvement programs awards winners. The committee will work with the chairs of the appropriate committees for implementation and maintenance of this system.

This committee also conducts the Agriculture Awareness and Appreciation Award program.

Beyond the general responsibilities, the state chair's duties include:

- Encourage participation in Public Relations Program within state membership. Be informed about the Public Relations program and provide timely information to state membership. Be prepared to answer questions about programs from membership.
- Provide state membership information on due date for submitting Public Relations entries. (All entries must be sent to state chair by March 15).
- Assemble committee to judge state entries and select state winner.
- Submit state winner to Regional Vice-Chair by April 1.
- Encourage state winner to attend the National AM/PIC meeting.
- Encourage all first time members attending AM/PIC conference from respective state to attend the Agriculture Awareness and Appreciation luncheon and program.
- Implement local recognition program to recognize Public Relations award recipient(s).
- Promote good public relations between the Cooperative Extension Service and the state.
- Encourage good public relations efforts by all state association members.
- Following AM/PIC meeting, state chair should establish communications with Public Relations Regional Vice-Chair.
- Maintain communication with Regional Vice-Chair throughout the program year.
- Secure information on Public Relations Awards Program from Regional Vice-Chair and send to state membership.
- Encourage participation in Public Relations Program within state membership. Be informed about the Public Relations program and provide timely information to state membership. Be prepared to answer questions about programs from membership.
- Provide state membership information on due date for submitting Public Relations entries to state chair. (All entries must be sent to state chair by March 15).
- Assemble committee to judge state entries and select state winner.
- Submit state winner to Regional Vice-Chair by April 1.
- Encourage state winner to attend the National AM/PIC meeting.
- Encourage all first timers attending the AM/PIC from respective state to attend the Agriculture Awareness and Appreciation luncheon and program.
- Implement local recognition program to recognize Public Relations award recipient(s).
- Promote good public relations between the Cooperative Extension Service and the state.
- Attend national AM/PIC meeting and participate in Public Relations committee meetings and workshops.

Recognition & Awards

The objective of the Recognition & Awards committee is to provide leadership in the recognition of outstanding accomplishments by SCACAA members, including the selection and appropriate recognition in four award programs. This committee will administer, with the approval of the Board of Directors, the selection and presentation of the Distinguished Service Award (DSA), the Achievement Award (AA), the Certificate of Merit Award, Hall of Fame Award and the Outstanding Pesticide Training Coordinator Award.

Beyond the general responsibilities, the state chair's duties include:

- Be informed on the eligibility requirements and deadlines for selecting winners of the awards listed above.
- Secure names of the nominees and the necessary data for the relevant awards as early as possible and forward material to the Regional Vice-Chair by specified date.
- Check individual forms for accuracy as they are received from the nominees
- Check with the SCACAA Treasurer to be certain that all nominees are in good standing
- Contact each nominee regarding his/her attendance at the SCACAA and NACAA AM/PIC in order to receive the award
- Check on the correct spelling of nominee names to be used on the certificates.
- Obtain certificates and plaques, as appropriate, and arrange to have award winner names engraved on the certificates and/or plaques
- Coordinate with the SCACAA Annual Meeting committee and Vice President regarding plans for the awards portion of the Annual Banquet
- Notify Extension Director and Publicity Unit of the award recipients. Make notification to appropriate persons and organizations such as legislators and the media.
- Make the presentation of DSA and AA plaques, the Outstanding Pesticide Training Coordinator Award, and the Certificate of Merit Awards at the Annual Meeting Banquet

Scholarship

The Scholarship Committee is charged with the responsibility of promoting the scholarship program by obtaining funds from Extension personnel, friends of SCACAA, and others interested in this effort. The committee should, by working with other committees with responsibility concerning the scholarship fund, enable NACAA to provide scholarships to members as a means of encouraging and supporting professional improvement.

Beyond the general responsibilities, the state chair's duties include:

- Assume responsibility for giving the Scholarship committee report at the annual meeting.
- Encourage SCACAA members to submit applications for individual and group scholarships and assist them in understanding the application process.
- The State Scholarship Chair shall receive, review and forward onto the NACAA Scholarship Committee Regional Vice-Chair all scholarship applications from his or her state. Scholarship applications must be accepted electronically at www.nacaa.com. The chair shall note the date of the application and check to make sure applicants are eligible.
- Scholarship application deadline is June 1. State Chairs will send applications to Regional Vice-Chairs before June 15.
- Check applications for accuracy and completion before sending to Regional Vice-Chair.

- The State Scholarship Chair shall receive money from members to be donated to the NACAA Scholarship Foundation. Donations will be sent to the national chair in a reasonable time after receipt. The state chair can review the state's records in the national database to make sure the database is up to date. Request for corrections go to the National Chair.
- The State Scholarship Chair shall promote the mission of the Scholarship Committee to state membership and make them aware of the opportunity to apply for financial support from the fund and of the opportunity to support the fund.
- The State Scholarship Chair shall assist the Regional Vice-Chair and National Chair in other areas to support the committee's mission as requested and able. The state chair shall maintain good communication with the Regional Vice-Chair and make reasonable efforts to remain abreast of current scholarship committee policy.

Installation of Committee Chairs and Officers

The protocol for Installation of Committee Chairs and Officers is described in Appendix A.

Award Programs

The SCACAA and/or NACAA offer the following award programs:

Distinguished Service Award (DSA):

The Distinguished Service Award is the highest honor that can be bestowed on a member. It is given to a member in good standing (paid member) with more than ten (10) years of service. One or more DSA's are recognized each year. DSA winners are required to register for and attend both the SCACAA and the NACAA AM/PIC, unless excused by the SCACAA or the NACAA Boards. This award can be received only once. Winners will be partially reimbursed for expenses at an amount determined by the SCACAA Board.

Achievement Award (AA):

The Achievement Award is the second highest award a member can achieve. It is given to a member in good standing (paid member) with up to ten (10) years of service.

One or more AA's are recognized each year. AA's are required to register for and attend both the SCACAA and the NACAA AM/PIC, unless excused by the SCACAA or the NACAA Boards. This award can be received only once. Winners will be partially reimbursed for expenses at an amount determined by the SCACAA Board.

The number of DSA and AA winners is based on the number of paid NACAA members as of March 15 of the year PRIOR to the awards being presented.

NACAA Hall of Fame Award:

The purpose of the NACAA Hall of Fame Award is to recognize NACAA individuals for demonstrated commitment, dedication and effective leadership in job performance as an outstanding educator, consideration for association involvement at both the state and national level, and outstanding humanitarian service. This award recognizes NACAA members with sustained and distinguished careers.

This award will be presented annually to one person from each of the four NACAA regions. The Vice Chairs of Recognition and Awards from each region will be responsible for collection of applicants from the states. The Program Recognition & Awards Committee reserves the right to reject any applicant if minimum standards are not met.

All current and life members of the National Association of County Agricultural Agents are eligible, except previous winners. The candidate must have previously been awarded the Distinguished Service Award (DSA).

Each state association has the opportunity to nominate one applicant from their state association to be forwarded to the Regional Vice Chair of Recognition & Awards. **The SCACAA Recognition & Awards Chair will solicit nominations from the membership. Nominations will be forwarded to the SCACAA board for selection of the State Winner. The Chair will submit State Winner's application to Regional Vice-Chairs by January 15.**

SCACAA Certificate of Merit Award:

Certificate of Merit Awards are to be presented based on excellence in Extension programming over the past two (2) years. Recipients must be members in good standing (paid members) of the SCACAA, and are not limited in the number of times they can win this award. This award is given through the Recognition and Awards Committee. (See Appendix B for eligibility and nomination form.)

Communications Awards

Purpose: To recognize SCACAA members who excel in communicating programs and ideas to their clientele.

Eligibility and Judging Criteria: Entries are limited to members of the SCACAA who are in good standing (paid members), including team entry members. Extension editors and/or other paraprofessional Extension Communication specialists are not eligible. Only one entry per class per individual is allowed. All classes are open to entries from one or more SCACAA members with the exception of Class 2 (published photo), Class 5 (personal column), and Class 7 (individual newsletter), which are open to individual entries only. Entry materials must have been used by the member between March 15 of the year in which he/she is applying and March 15 of the previous year.

Entry materials that have already been state, regional, or national winners are not eligible again. First place national winners may not repeat in consecutive years in the same category. Communications Committee State, Regional, or National Chairs are not eligible to participate in this program unless they are one member of a team entry in which another person is the primary entrant.

Entry: Electronic submission must be made for all 14 categories. However, categories 9 (Video Recordings), 13 (Learning Module/Notebook) and 14 (Bound Book) may require materials being sent (mailed) to State Chair if file is too large to submit electronically or if unavailable in PDF format. Even in these cases there must be an electronic submission of an abstract and entry information. Maximum file size for submissions is 10MB. Refer to NACAA website for directions on submitting entries electronically.

Note: The SCACAA will do everything possible to safeguard entry materials. However, it is recommended that members duplicate valuable materials in case materials are lost.

Abstract: Each entry must have an abstract. Include members' name, state, and county (team entries should list all NACAA members who contributed to the entry); a short summary that includes objective, purpose (why, when, how, audience, and audience number, and results); and how the entry was prepared (i.e., recorded, edited, printed, or duplicated professionally or by field staff on field office equipment), how distributed, and how many were distributed. The abstract should include the member's contribution to the final product. Abstracts for all regional and national winners will be published.

Each communication category and its judging criteria are listed in the Special Edition issue of The County Agent magazine and on the NACAA website (nacaa.com).

Communication Award Categories:

1. Audio Recordings
2. Published Photo
3. Computer Generated Presentation with Script
4. Event Promotional Piece
5. Personal Column
6. Feature Story
7. Newsletter
9. Video Recordings
10. Fact Sheet
11. Publication
12. Website/Online Content
13. Learning Module/Notebook
14. Bound Book

Awards: Awards in each category are as follows –

- 1st Place - \$75.00 and a plaque/certificate
- 2nd Place - \$50.00 and a plaque/certificate
- 3rd Place - \$25.00 and a plaque/certificate

CASH AWARDS WILL BE DISTRIBUTED IF ADEQUATE FUNDING IS SECURED FROM A DONOR/SPONSOR.

Deadline: Completed entries must be posted to the NACAA website by March 15 and any support material in the Video, Learning Module/Notebook and Bound Book classes that could not be submitted electronically must be in possession of Communications Committee State Chair by March 15.

State Chairs must have winning entries selected/approved on the NACAA website by April 1. Regional Vice Chairs must have Regional Finalists selected/approved on the NACAA website by April 15.

Search for Excellence in Extension Programs:

The SCACAA and NACAA Search for Excellence committee offers the following award opportunities to recognize members who have carried out an outstanding extension educational program in the following areas:

- Sustainable Agriculture
- Environmental Quality, Forestry and Natural Resources
- Crop Production
- Landscape Horticulture
- Farm and Ranch Financial Management
- Livestock Production
- Young, Beginning, or Small Farmers/Ranchers
- Excellence in 4H and Youth Development

Awards: Awards in each category are as follows –

- 1st Place - \$75.00 and a plaque/certificate
- 2nd Place - \$50.00 and a plaque/certificate
- 3rd Place - \$25.00 and a plaque/certificate

CASH AWARDS WILL BE DISTRIBUTED IF ADEQUATE FUNDING IS SECURED FROM A DONOR/SPONSOR.

Eligibility: See the NACAA Awards and Recognition web page (nacaa.com/awards) for eligibility and application instructions.

Deadline: Online entries must be completed by March 15. State Chairs should send all state entries, with the winning entry designated, to their Regional Vice Chair by April 1.

Agricultural Awareness and Appreciation Award:

Purpose: To recognize SCACAA and NACAA members or team of members for outstanding use of Public Relations in Daily Efforts that improves the understanding of agriculture in their communities.

Eligibility: See the NACAA Awards and Recognition web page (nacaa.com/awards/) for eligibility and application instructions.

Deadline: Entry must be in possession of your Public Relations Committee State Chair by March 15. State Chairs should send the state winning entry to their region vice-chair by April 1. Regional vice-chairs must send the top three regional finalists to the National Chair by April 15.

Awards:

- 1st Place - \$75.00 and a plaque/certificate
- 2nd Place - \$50.00 and a plaque/certificate
- 3rd Place - \$25.00 and a plaque/certificate

CASH AWARDS WILL BE DISTRIBUTED IF ADEQUATE FUNDING IS SECURED FROM A DONOR/SPONSOR.

Posters (Professional Excellence)

Purpose: To showcase SCACAA and NACAA members' work by giving them the opportunity to present posters at the Annual Meeting/Professional Improvement Conference. The AM/PIC poster session provides an opportunity for authors to discuss with fellow members how they identified an educational or research need in their community and how the need was addressed and the observed results.

This award program has two categories to recognize members:

Applied Research: gives individuals an opportunity to present a poster on applied research they conducted.

Extension Education: gives members an opportunity to present a poster on new or different educational methods or technologies they have used.

Eligibility: An NACAA member in good standing must submit an abstract to which they have been a contributing investigator. A member can only be the senior author (the first name appearing on the poster) on one poster in each category each year. A member *can be a junior author* on additional posters in the same category.

Deadline: Entry must be in possession of your Professional Excellence Committee Chair by March 15. State Chairs should send the state winning entry to their region vice-chair by April 1. Regional vice-chairs must send the top three regional finalists to the National Chair by April 15.

Awards: Awards in each category are as follows –

- 1st Place - \$75.00 and a plaque/certificate
- 2nd Place - \$50.00 and a plaque/certificate
- 3rd Place - \$25.00 and a plaque/certificate

CASH AWARDS WILL BE DISTRIBUTED IF ADEQUATE FUNDING IS SECURED FROM A DONOR/SPONSOR.

A chart of award opportunities, deadlines for application, awards, and descriptions can be found in Appendix C.

All other award programs are discussed on the NACAA web page (nacaa.com).

ALL AWARD WINNERS MUST REGISTER FOR AND ATTEND THE SCACAA AM/PIC AND/OR THE NACAA AM/PIC IN ORDER TO RECEIVE CASH AWARDS. THE SCACAA BOARD MAY WAIVE THE REQUIREMENT OF ATTENDANCE AT THE SCACAA AM/PIC IF THEY DETERMINE THAT THE WINNER HAS A LEGITIMATE REASON FOR NOT BEING ABLE TO ATTEND.

NATIONAL AWARD WINNERS ATTENDING THE NATIONAL MEETING WILL BE PARTIALLY REIMBURSED FOR EXPENSES AT AN AMOUNT DETERMINED BY THE SCACAA BOARD.

Recognition of Supporters

The SCACAA strives to recognize those without whose support Extension would be much less effective. The primary way that this is accomplished is through the Friend of Extension and Media awards. Following is a brief description of each:

Friend of Extension:

This is the highest award that SCACAA can bestow upon a non-member. The purpose is to recognize outstanding support for Extension educational programming. Recipients may be local, statewide, or national. Former honorees include agribusiness persons, local advisory board members, organizations, local and statewide political figures, and strong Clemson supporters in general. Any member may nominate someone for this award. A one-page letter of nomination explaining why the nominee deserves the Friend of Extension award should be sent to the Recognition and Awards committee chair. The final selection of recipients is made by the Board at their Spring meeting. Not more than three Friends will be recognized in any given year. The member making the nomination will arrange for the winner(s) attendance and present the Friend of Extension Award at the SCACAA AM/PIC Awards Banquet.

Note: This award can be received by an organization or individual only once.

Media Award:

The Media Award recognizes our friends in the media. This includes all forms of print, internet, radio, and television media. Any member may make a nomination for this award. A one-page letter of nomination explaining why the nominee deserves the Media Award should be sent to the Recognition and Awards committee chair, and the committee determines the recipient. Only one Media Award is presented annually. The Communications committee chair will arrange for the winner(s) attendance and present the award at the SCACAA AM/PIC Awards Banquet.

Note: This award can be received by an organization or individual more than once.

Other awards:

The SCACAA Board of Directors may, at their discretion, honor individuals or organizations for their contributions to agriculture in general, and Extension in particular.

Fund Raising (Donations)

Donations to the SCACAA comes primarily from two sources. These are direct donations to the SCACAA, and donations to the SCACAA account through the Clemson University Foundation.

Direct Donations:

Direct donations are handled by the Vice President. He/she directs the SCACAA's annual fund-raising drive. Written requests are made to potential donors, and donations are deposited in the SCACAA checking account. Donors to the SCACAA are recognized at the SCACAA AM/PIC.

SCACAA Foundation Account:

The SCACAA Foundation Account was established to provide financial support for the SCACAA AM/PIC and NACAA regional meetings. SCACAA Foundation funds can also be used to provide travel support for DSA's, AA's, and national award winners to attend the NACAA AM/PIC and for SCACAA officers to attend appropriate regional and national meetings. The Fundraising Chair will set donor categories and gifts.

Donor Categories		Previous Gift Examples
Bronze Donor	\$1 - \$119	Window Decal
Silver Donor	\$120 - \$249	Window Decal, Hat for Active/Life Members
Gold Donor	\$250 - \$499	Window Decal, Leather Coaster, Hat for Active/Life Members
Ambassador	\$500 - \$999	Window Decal, Lapel Pin
Founder	\$1000 or more	Window Decal, Lapel Pin, Plaque

* First year and second year donors will receive a small gift of appreciation.

All donors will be recognized in the SCACAA AM/PIC program, according to their respective donor category.

For annual gift forms, payroll deduction forms, and requests for Foundation information, visit the SCACAA web page (clemson.edu/scacaa) or contact the Fund Administrators (current Treasurer and/or the Associate Director of Extension), or the SCACAA President.

Voting Delegates

The NACAA allows each state organization to send voting delegates to the NACAA AM/PIC under the following guidelines: each state is authorized one voting delegate for up to the first 40 members. Thereafter, one additional voting delegate is authorized for each 30 members or fraction thereof. [1 - 40 members = 1 VD; 41 - 70 members = 2 VD; 71 -100 members = 3 VD; 101-130 members = 4 VD; 131 - 160 = 5 VD; 161 - 190 = 6 VD; and so on.] The number of voting delegates that a state may send to the NACAA AM/PIC is based on the number of paid members during the preceding calendar year.

The order in which members of the SCACAA are selected as voting delegates to the national meeting is as follows: President, President Elect, Vice President, Past President, Secretary, Treasurer. If the appropriate number of voting delegates from the above will not be in attendance at the national meeting, the state President may designate any member in good standing (paid member) who will be in attendance at the national meeting to serve as a voting delegate. This must be done in advance of the meeting, when the call for voting delegates is put out from the national Secretary.

Reimbursement for Authorized SCACAA Travel

When traveling on authorized Association business, members (officers or otherwise) requesting reimbursement are expected to attend their respective official events and ceremonies, and the Southern Regional meeting. Members will be as frugal as reasonably possible, and will request reimbursement only for actual expenses. These actions include: sharing rooms when possible; driving rather than flying when possible, and when less expensive; reimbursement for meals only for actual expenses, and not to exceed the maximum allowed by the state; reimbursement for gas only for actual expenses, and not for the state allowed mileage. These actions will assist the Association in living within its income.

Appendix A

Installation of Committee Chairs and Officers

Installation of committee chairs and officers will take place at the SCACAA AM/PIC. Installation of the current President as Past President will be conducted by the outgoing Past President. Installation of all other committee chairs, directors and officers will then be conducted by the new Past President.

Committee Chairs:

You have all been asked and have accepted the position of a Committee Chair. You will notify members of programs, awards, tours, and other business as deemed by the Constitution and By-Laws and Executive Committee. Will you accept this challenge?

Directors:

You have been elected by your peers to represent them from your district for the next two years. It will be your responsibility to maintain your membership in good standing and to attend and participate in meetings of the Executive Committee. Will you accept this challenge?

Past President:

Even though you have served your time as President and have spent much time providing leadership to the SCACAA, your guidance and knowledge is still needed. You will provide a valuable service in chairing the Nominating and Policy and Resolutions Committees. Will you accept this challenge?

Treasurer:

You have been elected to a very important position in maintaining financial business of the SCACAA. You shall keep full and complete records of money received and paid out and deliver to your successor all funds and records remaining in the Treasurer's hands at the expiration of the elected term of office. Will you accept this challenge?

Secretary:

You have been elected to the very important position of maintaining records of the SCACAA business. You shall keep full and accurate records of the proceedings of all meetings, keep record of the membership, send out notices of meetings, and deliver to your successor all records remaining in the Secretary's hands at the expiration of the elected term of office. Will you accept this challenge?

Vice President:

Your position reflects the trust the membership has in you to gain knowledge of the SCACAA and to carry out the responsibilities of your office. You will, in time, have the total leadership responsibility. Meanwhile, your contribution of time and effort and attendance at the meetings of the Executive Committee will be needed. Will you accept this challenge?

President Elect:

Your position reflects years of service to the SCACAA and the trust the membership has placed in you. You shall perform the duties of the President in case of his/her absence or disability and shall assume any other obligation that may be assigned by the President or Board of Directors. Will you accept this challenge?

President:

The greatest honor one can receive is that of serving one's peers as their President. You have served well in all of the previous offices and now it is time to take on the duties and responsibilities of the President. You shall perform such duties as usually pertain to this office. You will call meetings of the Executive Committee and preside at such meetings. You will provide leadership and direction to the Association by the appointment of various committees and be the spokesman for the SCACAA. Will you accept this challenge and responsibility placed upon you?

Appendix B

Certificate of Merit

South Carolina Association of County Agricultural Agents Recognition and Awards Committee

Certificate of Merit Awards are to be presented based on the excellence in Extension programming over the past two (2) years. Recipients must be members in good standing (paid members) of the SCACAA and are not limited in the numbers of years they can win this award. The award is given through the Recognition and Awards Committee.

Procedure:

1. The members of the Recognition and Awards Committee are the only members not eligible to receive this award.
2. Solicitation of the total membership for nominees should occur after the final date for the collection of membership dues. (Nominations must include a short statement on program merits of the individual.)
3. The members of the Recognition and Awards Committee will rank the nominees that are submitted.
4. A maximum of five (5) Certificate of Merit Award certificates will be presented at the SCACAA annual meeting. (Recipients should be notified before the deadline date for registration for the annual meeting.)

Revised 2/20/02

Certificate of Merit

Nomination Form

**South Carolina Association of County Agricultural Agents
Recognition and Awards Committee**

Please Type

NOMINEE: _____

POSITION: _____

ADDRESS: _____

WORK PHONE: _____ EMAIL: _____

COUNTY/AREA: _____

NOMINATED BY: _____

WORK PHONE: _____ EMAIL: _____

Provide short statement on program merits of the individual during the past 2 years: (Font = 10)

DO NOT EXCEED THE FRONT OF THIS PAGE.

Appendix C

Type	Due Date	Monetary Award State Level (1 st , 2 nd & 3 rd)	Description	Committee Chair
Educational Poster	March 15	\$75, \$50, \$25 Certificate	Poster (Professional Excellence) ***MUST SHOW AT NATIONALS	Professional Excellence Chair
Research Poster	March 15	\$75, \$50, \$25 Certificate	Poster (Professional Excellence) ***MUST SHOW AT NATIONALS	Professional Excellence Chair
Audio Recording	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Published Photo	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Computer Gen. Presentation with Script	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Event Promo Package	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Personal Column	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Feature Story	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Newsletter	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Educational Video Rec.	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Fact Sheet	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Publication	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Website/ Online Content	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Learning Module/ Notebook	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Bound Book/eBook	March 15	\$75, \$50, \$25 Certificate	Communication Award	Communications Chair
Ag. Awareness & Appreciation Award	March 15	\$75, \$50, \$25 Certificate	Outstanding Use of Public Relations	Public Relations Chair
SfE in 4-H Programming	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President
SfE in Crop Production	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President
SfE in Farm Financial Mgmt	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President

SfE in Comm. & Consumer Hort.	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President
SfE in Livestock Production	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President
SfE in Environ. Quality, Forestry & Nat. Resources	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President
SfE in Young, Beginning, or Small Farmers	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President
SfE in Sustainable Ag. Research Ed.	March 15	\$75, \$50, \$25 Certificate	Search for Excellence	Vice President
Friend of Extension Award	March 15	None Plaque	Non-SCACAA member, Nominated by a Member for Support of Extension	Awards & Recognition Chair
Media Award	March 15	None Plaque	Recognizes Friends in the Media	Awards & Recognition Chair
Certificate of Merit	March 15	None Plaque	Peer Nominated - Excellent Service Over Past Year	Awards & Recognition Chair
Achievement Award (AA)	Vote by November 30	None Plaque/pen set/ something engraved	Peer Voted - Agents with 10 or Less Years of Service ***Must go to NACAA Mtg	Awards & Recognition Chair
Distinguished Service Award (DSA)	Vote by November 30	None Plaque/pen set/ something engraved	Peer Voted- Agents with 10+ Years of Service ***Must go to NACAA Mtg	Awards & Recognition Chair
Hall of Fame	Vote by November 30	None Plaque/ Something engraved	See Description on Website	Awards & Recognition Chair

How to apply for awards:

<https://www.nacaa.com/awards/>

- Communication Awards- <https://www.nacaa.com/awards/communications.php>
- Search for Excellence- https://www.nacaa.com/awards/prog_recognition_council.php
- Friend of Extension, Media, & Certificate of Merit- Email from Awards Chair in February
- AA, DSA, Hall of Fame- Email from Awards Chair in October/November
- National Finalists may also be monetarily incentivized by the NACAA

Past State winners and more information:

<https://www.clemson.edu/extension/scacaa/awards/index.html>