**AWARDS COMMITTEE MIDYEAR REPORT**

Mar 16, 2020

**Co Chairs:**

Sandra Sylvestre

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**Committee Members:**

Michelle Beese

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Andra D'Amico

Darren Gregory

Natalie Kauffman

Shirley Rowe

Erica Stallings

Marie Smith

Michael Stebleton

Karol Taylor

Sheri Young

**Committee Activities to Date**

* Submitted two fully completed nomination packets, as online samples for NCDA website
* Submitted a Winter Career Convergence web magazine article that provides tips on crafting an

award-winning nomination packet

* Submitted a conference proposal for a panel session with NCDA award winners; proposal accepted
* Worked with state CDA leadership and previous winners to support award submissions
* Completed two group selection calls, notified winners and provided non winners with feedback and encouragement for future submissions
* Forwarded completed packets for Research and Fellows to groups who will be selecting the winners for those categories
* Created onboarding documents to support integration of new committee members
* Explore ways to enhance the winner experience:
* Streamlined winner notification process to provide personalized email that winners can leverage to request conference funds or send to stakeholders
* Worked with HQ to create an official NCDA winner’s seal that can be used in email signature or marketing materials
* Continue to seek a writer or co-author for the Fall 2020 Career Development Quarterly

magazine featuring 2019 NCDA award winners

* Continue to seek a new Co-Chair to support Sandra’s Co Chair exit in Oct 2020

**Projected Plan/Work Completed through September 30.**

* Continued work on enhancing the winner experience:
* Form subcommittee to gather additional suggestions
* Form subcommittee to investigate peer practices for award submissions
* Plan to share insights with board liaison late summer/early fall
* Work with board liaison and HQ to determine price estimate to update year on 2021 winner’s seal and request funds
* Review and update onboarding instruction sheet to incorporate new notification process
* Create co-chair transition sheet