

# Epsilon Sigma Phi

## ΕΣΦ

*The Cooperative Extension Professional's Organization*



**ALPHA ETA CHAPTER HANDBOOK**  
Ohio State University Extension

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Updated 2007

**Constitution and By-Laws**  
**Alpha Eta Chapter**  
**Epsilon Sigma Phi**  
**National Honorary Extension Fraternity**

**Article I - NAME**

The name of this Extension Fraternity shall be the Alpha Eta Chapter of Epsilon Sigma Phi - The National Honorary Extension Fraternity, Inc.

**Article II - PURPOSE**

The purpose of this fraternity shall be to maintain the standards and ideals, uphold the morale, prestige and respect of Ohio State University Extension; to develop an effective working relationship and a spirit of fraternal fellowship among the present and former employees of Ohio State University Extension, and to encourage professionalism within Extension.

**Article III - MEMBERSHIP**

***Section 1. Qualifications:***

Membership is voluntary and includes county, district and state professional staff (Educators, Program Assistants, Extension Associates, Specialists and Administrators) who have served in Extension five or more years and hold a current Extension appointment. Membership dues are renewed on an annual basis, generally in January or at the Annual Meeting. Membership eligibility (five years of service) is determined as of the date of the Annual Meeting.

***Section 2. Classes of Membership:***

- a. Annual - Those members employed in Ohio State University Extension and have paid current dues.
- b. Life - Those members who have retired and have paid lifetime dues.
- c. Associate - Those former members who no longer qualify under Article III, Section 2(a) and have paid current dues.
- d. Honorary - May be accorded to those who have performed some meritorious service in the interest of Extension education in Ohio.

***Section 3. Voting:***

Voting privileges shall be extended to all Annual, Life and Associate members.

#### ***Section 4. Membership Dues:***

All Annual and Associate members shall be required to pay the designated annual dues (state and national) to continue membership. Emeriti may become Life Members by payment of designated Life Member dues.

### **Article IV - OFFICERS**

The officers of the fraternity shall consist of President, President Elect, Secretary, Treasurer, Treasurer Elect, Annalist and Past President.

The President and President Elect shall be elected for one-year terms of office with the term beginning after each annual meeting. The Secretary, and Annalist shall be elected annually for one-year terms and shall serve in that office no more than two consecutive years. Treasurer shall be elected for a two-year term and shall serve in that office no more than two consecutive terms. The general duties of the officers are as follows (Specific duties of officers are in the Operating Procedures Handbook):

President - Preside over all meetings of Alpha Eta Chapter of Epsilon Sigma Phi, of the Executive Committee, and of the Board of Directors. Co-sign with Secretary all certificates and documents of Alpha Eta Chapter.

President Elect - Perform the duties of the President in the absence or disability of the President.

Secretary - Keep complete records of Alpha Eta Chapter meetings and assist Annalist in maintaining up-to-date membership records.

Treasurer - Receive and disburse all funds of Alpha Eta Chapter and assist Annalist in maintaining up-to-date membership records.

Treasurer Elect – Shall be elected the last year of the current Treasurer’s term and serve no more than one year. In the event that the current Treasurer does not fulfill their term, the Treasurer Elect will assume the position of Treasurer. Treasurer Elect will be a non-voting board member. This officer will serve as an apprentice to the current Treasurer for one year, but will not have check signing authority.

Annalist - Maintain the historical records of the Alpha Eta Chapter of Epsilon Sigma Phi. Assist the Secretary and Treasurer in maintaining up-to-date membership records and lists of eligible Extension professionals.

Past-President - Chair Nominating Committee, review Handbook and assist President.

The officers of the fraternity shall make up the Executive Committee.

## **Article V - BOARD OF DIRECTORS**

A Board of Directors, with each member serving a two-year term, shall be elected as follows:

- Two members from each designated membership district in Ohio (see attachment) with one being elected annually;
- Two campus-based members with one being elected annually;
- One Life member elected every other year;
- Two At-Large members with one being elected annually.

Board of Directors meetings shall be held at the discretion of the Executive Committee.

Responsibilities of the Directors will include assisting the officers in carrying out the purpose of the organization, including serving as chair or chair elect of the various committees. Specific duties of Board of Director members are in the Operating Procedures Handbook.

## **Article VI - COMMITTEES**

### ***Section I. Appointment of Committees:***

The Executive Committee and Board of Directors of Alpha Eta Chapter will arrange for the necessary committees to carry out Chapter activities and shall appoint the membership of such committees.

## **Article VII - AMENDMENTS**

The Constitution and By-laws may be amended at any annual meeting upon the recommendation of an appointed Constitution Committee, and shall require a two-thirds vote of the members attending.

Notice of proposed amendments shall be sent to members at least 15 days prior to the Annual meeting.

Revised:

December 1996

December 1997

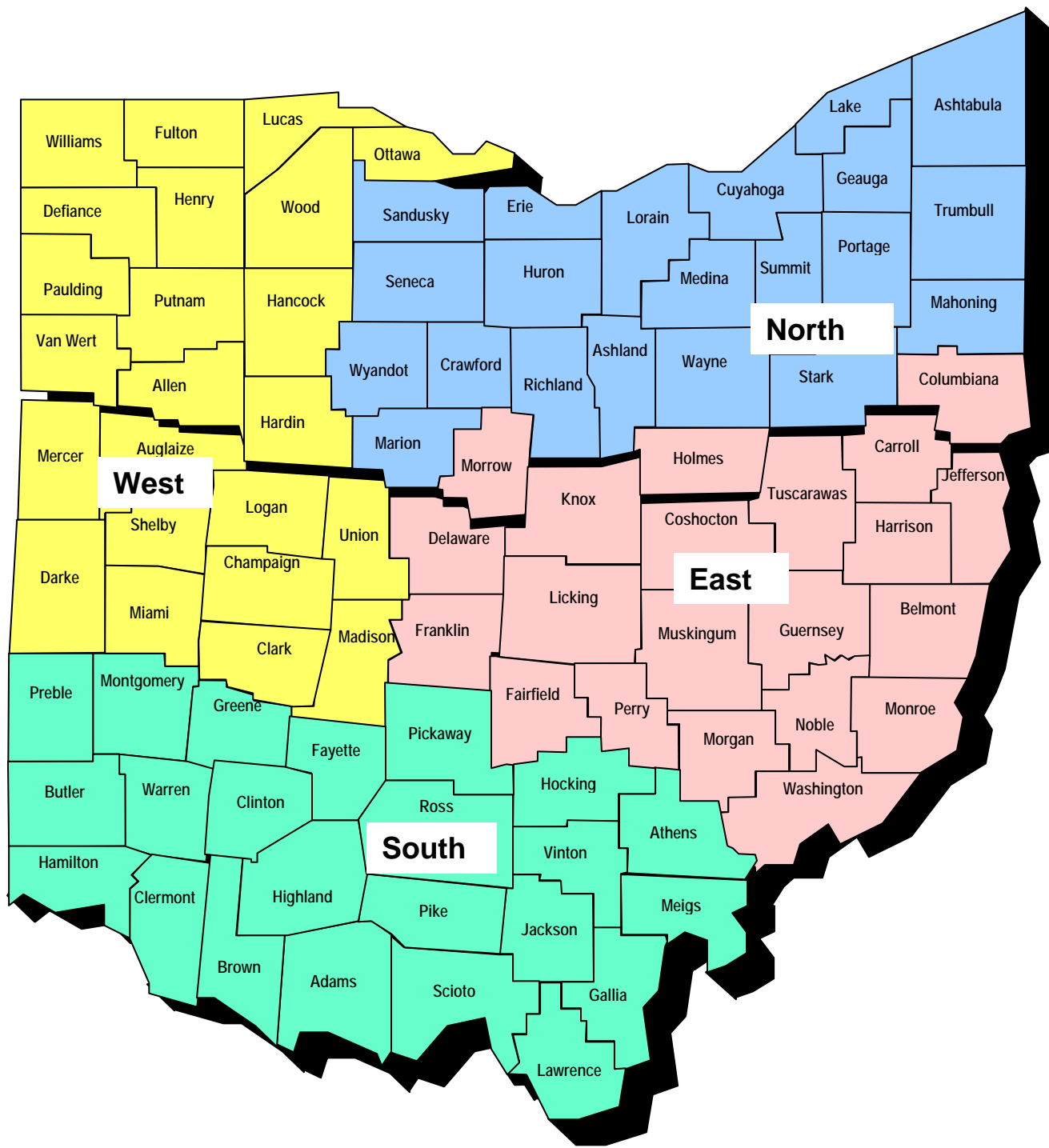
December 1998

December 2002

August 2004



# EPSILON SIGMA PHI ALPHA ETA CHAPTER MEMBERSHIP DISTRICTS 2005



## **GENERAL POLICIES AND PROCEDURES ALPHA ETA CHAPTER**

Epsilon Sigma Phi is one of the Extension professional organizations. Its main purpose and function is to foster and encourage professional development. Social activity is not its primary purpose.

Membership is voluntary and includes county, district and state professional staff (Extension Educators, Program Assistants, Extension Associates, Specialists and Administrators) that have served in Extension five or more years and holds a current Extension appointment. Membership dues are renewed on an annual basis, generally in January or at the Annual Meeting. Membership eligibility (five years of service) is determined as of the date of the Annual Meeting.

Upon retirement, annual members may continue their affiliation with Epsilon Sigma Phi and the Alpha Eta Chapter. They can continue as annual members, paying annual dues or retirees may become life members with the payment of lifetime dues.

### **Communication**

#### **Electronic Communications**

The preferred method of communication is electronic. Lists of members without electronic access should be maintained and regular communication is encouraged through other methods. A list serve of members and/or ESP web site (<http://ohioesp.osu.edu>) should be utilized to communicate information such as the transmission of minutes, the newsletter, committee business, and other ESP correspondence.

#### **Printed Materials**

1. Ohio State University Extension supports faculty and staff professional development. Therefore, within reason, some time and support by office assistants and associates is acceptable.
2. Stationery and envelopes with the Epsilon Sigma Phi letterhead are available from the Alpha Eta Secretary.

#### **Mailings**

1. ESP business should be transacted on official ESP stationery, not on Extension office stationery. Stationery is available on the ESP web site <http://ohioesp.osu.edu>. However, some ESP items, incidental to main topics in regular Extension correspondence, are acceptable.
2. ESP correspondence may be sent via e-mail using the ESP list serve at

[espmembership@ag.ohio-state.edu](mailto:espmembership@ag.ohio-state.edu).

3. ESP letters and newsletters cannot be sent using Extension postage but are permissible through Extension weekly packets. For correspondence not sent via the weekly packet, affix regular postage stamps. Secure reimbursement for stamps from the Chapter Treasurer for any official ESP mailings.
4. Postage used by officers and committee chairs should be billed to the Chapter Treasurer periodically.

### **Phones**

There is no realistic way to avoid the use of the phone or FAX for some professional development business relating to Chapter activities. Work to minimize phone use and the direct cost to the Extension budget by using a letter as a first alternative for communication whenever possible. When a call is necessary, keep phone conversations to a minimum. ESP will not reimburse phone or FAX costs.

### **National ESP Meeting**

1. The National Office sends details about the date, location, and program of the National ESP Meeting each year to the Chapter President.
2. The Alpha Eta President, or other Chapter official delegates, will be reimbursed for the National ESP Meeting expenses as budgeted by the Chapter Treasurer. Careful and early planning can help minimize expenses. Order of attendance: President; President-Elect; Officers; Board of Directors; and Active Committee members.
3. Leave policy is: No annual leave need be declared, since this meeting is an acceptable professional development meeting.
4. Out-of-State travel requests should be submitted for travel outside our state periphery zone, so insurance and other benefits remain in force.
5. The Treasurer is responsible for sending in the registration form for participation and the reservation for the National Awards banquet, as requested by the National Office.
6. The President or the person(s) attending is responsible for making arrangements for housing, using the official reservation form supplied by the National Office. Every effort should be made to minimize costs.
7. The President or the person(s) attending should submit an itemized request for reimbursement to the Chapter Treasurer within 30 days after returning from the National Meeting. (Sometimes checks can be drawn in advance to cover registration and travel expenses.)

8. Transportation to the National meeting may be reimbursed by the National office, currently up to \$200 per delegate through the Chapter Treasurer.
9. After attending the National Meeting, the President or person(s) attending has the responsibility of preparing a short summary article for the newsletter covering the highlights of the meeting that would be of interest to the Chapter membership.

### **Regional Officers' Workshop – Joint Council of Extension Professionals (JCEP)**

1. Details about the date, location, and program of the Regional Officers' Workshop are sent each year to the Chapter President by the Regional Director (usually in December).
2. The President and President-Elect, or substitute serving as the Chapter's official delegates, will attend the Regional Officers' Workshop. Effort should be made to work with Ohio Association of Extension Professionals officers to arrange joint travel.
3. Priority order for selecting delegates to the Regional Officers' Workshop is: President Elect, President, Secretary, Treasurer, Annalist; based on focus of regional officers' workshop.
4. No more than four officers from Alpha Eta Chapter (OSU) may be released from regular work assignments to attend the Regional Officers' Workshop. (Other members with Regional and/or National office responsibilities are not included in this limitation.)
5. Leave policy is: No annual leave need be declared, since this meeting is an acceptable professional development meeting.
6. Out-of-State travel requests should be submitted for travel outside our state periphery zone, so insurance and other benefits remain in force.
7. Transportation expenses to the Regional Officers' Workshop may be reimbursed by the National office, currently up to \$300 per chapter, through the Chapter Treasurer. This can be for one delegate, or shared by all delegates who attend.
8. Delegates to the Regional Workshop, up to three, will be reimbursed for registration fees, plus that portion of the transportation costs not covered by the National travel allowance. Room and board expenses will also be covered if funds allow.
9. Regional Director candidates from Alpha Eta Chapter will be reimbursed for the entire Regional Officers' Workshop expenses, and to the first National meeting depending on availability of funding, after election. The National office may pay for part of expenses depending on current budget status.
10. Expenses for participation on National Committees by Alpha Eta chapter members will not

be reimbursed.

11. The Alpha Eta Chapter President Elect's responsibility, in relation to the Regional Officers' Workshop, is as follows:
  - a. Coordinate travel to Regional Officers' Workshop to minimize expenses. Contact the other Ohio professionals who might be attending to encourage travel pooling. Inform all of final sharing arrangements.
  - b. After attending the Regional Officers' Workshop, the President Elect has the responsibility for preparing a short summary article for the Newsletter covering the highlights of the meeting that would be of interest to the Chapter membership.

### **Public Issues & Leadership Development (PILD) Conference**

1. The President-Elect or board member appointed by the President will attend the annual PILD conference.
2. Delegates to the PILD conference will be reimbursed for registration fees, room and board, and transportation expenses by Alpha Eta chapter as funding permits.

## **DUTIES OF OFFICERS AND BOARD MEMBERS**

### **President: (1-year term)**

1. Prepare agenda and chair all meetings of Board and Membership of the Alpha Eta Chapter of Epsilon Sigma Phi.
2. Appoint all committees with assistance of the ESP Board of Directors by January 15. Provide sheets at annual meeting for sign-up and encourage 1/3 to 1/2 carryover of members for 2nd year.
3. Call any special meetings necessary of Executive Committee.
4. Participate in spring meeting of North Central Regional Epsilon Sigma Phi and/or the Joint Council Regional Officers Workshop (JCEP) meeting as voting delegate.
5. Prepare the agenda for the Annual Epsilon Sigma Phi annual meeting held during OSU Extension Professional Associations Meeting.
6. Arrange program for all Board of Directors meetings and assist President Elect with the program for annual meeting.
7. Prepare and give President's report at the annual meeting.
8. Prepare President's articles for each newsletter.
9. Sign all award certificates and related materials presented by the Alpha Eta Chapter of ESP.
10. Provide liaison with OAEP regarding Epsilon Sigma Phi joint meetings and meetings with Extension Administration.
11. Authorize payment of non-recurring bills.
12. Encourage membership for all eligible members, including life membership for retiring Extension employees who are eligible.
13. The President, or person attending, if other than the President, is responsible for sending in the registration form for participation and the reservation for the National awards banquet, as requested by the National Office.
14. Keep up-to-date of National Committee members from Ohio through National web site.
15. The President, or person attending if other than the President, is responsible for making arrangements for housing, using the official reservation form supplied by the National Office.

16. The President or person attending should submit an itemized request for payment to the Chapter Treasurer as soon as possible after returning from the National Council Meeting. (Sometimes checks can be drawn in advance to cover registration and travel expenses.)
17. The Epsilon Sigma Phi President will appoint the "Excellence in Extension Award" selection committee of five members in September of each year. The chair of the Professional Improvement Committee will serve as chair of the Excellence In Extension Selection Committee. At least one member of the committee should have served on the committee in the past for continuity. Should a vacancy occur, a suitable replacement will be appointed by the President of ESP to complete the term. The committee will consist of:
 

ESP Professional Improvement Committee Chair (unless he/she is a nominee, in which case another member of the committee would be appointed).

  - a) Two representatives from Extension Administration.
  - b) Current President of ESP.
  - c) One additional ESP member.
18. After attending the National ESP Meeting, the President or person attending has the responsibility of preparing a short summary article for the newsletter covering the highlights of the meeting that would be of interest to the Chapter membership.

### **President-Elect: (1-year term)**

1. Function at the direction and in the absence of the President.
2. Succeed to the Presidency.
3. May attend Regional and National ESP Council as a voting delegate.
4. Coordinate work of all committees.
5. Order and present gavel/plaque (to outgoing president) at annual meeting.
6. Serve on annual Professional Association Recognition Conference Committee (chair committee every 2nd year).
7. The Alpha Eta Chapter President-Elect's responsibility, in relation to the Regional Officers' Workshop, is as follows:
  - a) Coordinate travel to Regional Officers' Workshop to minimize expenses.
  - b) Correspond, usually in late December, with other Ohio professionals who might be attending to encourage travel pooling. Inform all of final sharing arrangements.
  - c) After attending the Regional Officers' Workshop, the President-Elect has the responsibility of preparing a short summary article for the newsletter covering the highlights of the meeting that would be of interest to the chapter membership.

## **Secretary**

(1 -year term, may be elected to maximum of 2 consecutive one-year terms)

1. Maintain annual member, lifetime member, inactive or transfer member rolls for Alpha Eta Chapter.
2. Invite all retired and life members to annual meeting.
3. Submit names of deceased members to national office and to annalist. Check with treasurer regarding this list.
4. Correspond with the National Secretary as needed on behalf of the Chapter.
5. Maintain minutes of annual meeting and board meetings.
6. Give Secretary minutes at annual meeting.
7. See that the President signs National Certificates when sent from the National Secretary and forward to appropriate committee chair.
8. Supply creeds and constitutions (other ESP material) to Annalist for induction of new members as needed.

## **Treasurer**

(2 -year term, may be elected for 2 consecutive two-year terms)

1. In conjunction with the Annalist and Membership Recruitment and Retention committee, send initial membership billing notice, receive dues, and provide membership update to officers and board of directors unless done at annual meeting.
2. Provide annually to National Office names of current members, their National ID numbers, and addresses (forms provided).
3. Pay dues to National Chapter.
4. Have account audited for fiscal year by Resource Development & Management committee prior to Annual Meeting and assist them in developing the annual budget proposal.
5. Maintain chapter checking account.
6. Pay bills authorized by approved budget (or Board) and keep record of income and expenses.

7. Endorse all checks "for deposit only."
8. Make all payments for ESP expenses by check, showing purpose for which check was drawn. Copy of file should be kept for verification.
9. Make detailed entry showing source of funds for each deposit.
10. Give Treasurer's report at annual meeting and each board meeting.

### **Treasurer-Elect**

1. Serve as an apprentice to the current Treasurer for one year, but will not have check signing authority.
2. In the event that the current Treasurer does not fulfill their term, the Treasurer Elect will assume the position of Treasurer.
3. Treasurer Elect will be a non-voting board member.

### **Annalist**

(one-year term, may be elected to two consecutive one-year terms)

1. Maintain a permanent record and history of Alpha Eta Chapter, ESP, with the assistance of the Secretary and Treasurer.
2. Conduct initiation ceremony at the Annual Meeting of Alpha Eta Chapter. In the event the Annual Meeting is not a face-to-face event, provide initiation materials to ESP representatives in the location(s) of the Annual Meeting.
3. Reserve seats for initiates and involve district/region ESP directors (at annual meeting)
4. Conduct efforts to familiarize Extension workers (active and retired) with the purpose and goals of Epsilon Sigma Phi.
5. Work with the Member Recruitment and Retention Committee to provide membership information in newsletters.
6. Work in conjunction with the Treasurer and the Member Recruitment and Retention Committee for new initiate recruitment and initiation.
7. Conduct memorial ceremony for Alpha Eta Chapter members who have passed on during the past year.
8. Recruit retirees for lifetime membership.

## **Past President**

1. Active member of the Board of Directors.
2. Chair Nominating Committee and present proposed slate of officers at a Fall board meeting for review.
3. Assist President upon request.
4. Transfer Alpha Eta Chapter files to new President.
5. Annually review and update Alpha Eta Chapter, Officer Handbook, and see that the revised handbook is distributed to new Board Members and Committee Chairs at annual meeting or at another appropriate time.

## **Board Members**

1. Attend all board meetings.
2. Serve as chair or chair-elect for one standing committee.
3. Perform other duties as requested by the President and/or as assigned by the Board of Directors.
4. Function as liaison with regional/campus retirees. Encourage membership in ESP for those eligible employees. Contact non-members who are eligible to determine reasons for not joining.
5. The Retiree Representative should work with the Treasurer to update the national ESP retiree mailing list annually to remove deceased members and check addresses against the current list from Extension Administration.

## **Committees' Duties and Responsibilities**

### **Resource Development and Management**

**Purpose:** To generate new ideas for resource development and management for professional development activities; increase funding for professional development opportunities; and review and monitor Epsilon Sigma Phi's financial management plan.

**Responsibilities:**

1. Appointed by the President annually and should retain one member each year who served on it previously.
2. Establish annual committee goals, strategies, responsibilities, and fundraising activities including mailings, auctions, and other activities.
3. Develop a proposed budget for the coming year to be approved by the Board of Directors .
4. Make recommendations related to resource development and management to the ESP Board of Directors.
5. Attest to the accuracy of the Treasurer's report at the end of each fiscal year.
6. Prepare a new Leadership Fund brochure as needed.  
<http://ohioesp.osu.edu/forms/2007%20forms/leadershipfundbrochure.doc>
7. Prepare certificates or other recognition for donors.
8. Prepare annual report of committee activities and accomplishments and submit to ESP President.
9. Carry out any other responsibilities assigned by ESP Board.
10. Committee Chair Responsibilities:
  - a. Prepare reports, newsletter articles, and communicates with committee members as needed.
  - b. Transfer all committee records to next year's committee chair, including: master donor list, audit reports, and other documents
  - c. Send copies of committee meeting dates and minutes to President and President-elect.
  - d. Make report at board meetings or designate a committee member to do so.

*Excerpted from the minutes of The Ohio State University Board of Trustees meeting held April 6,*

*1990 per Madison H. Scott, Secretary.*

### **The Epsilon Sigma Phi Leadership Fund**

The Epsilon Sigma Phi Leadership Fund was established April 6, 1990, by the Board of Trustees of The Ohio State University, with gifts to The Ohio State University Development Fund from members and friends of Alpha Eta Chapter, Epsilon Sigma Phi, the professional honorary fraternity for the Cooperative Extension Service. The fund was initiated by Clarence J. Cunningham at the time of his retirement as Associate Director of the Ohio Cooperative Extension Service.

All gifts are to be invested in the University's permanent endowment fund, under the rules and regulations adopted by the Board of Trustees of The Ohio State University, with the right to invest and reinvest as occasion dictates.

The annual income shall be used to improve the quality of educational programs offered by the Ohio Cooperative Extension Service. This support may include, but is not limited to, the funding of scholarships, grants and awards to Cooperative Extension professionals. All expenditures from this fund shall be approved by the Board of Directors of the Epsilon Sigma Phi Alpha Eta Chapter or its designee in cooperation with the Director of the Ohio Cooperative Extension Service. Should the Ohio Chapter of Epsilon Sigma Phi dissolve, funds will be administered by a committee composed of county, district and state faculty appointed by the Director of the Ohio Cooperative Extension Service or his/her designee.

It is the desire of the donors that this fund should benefit the University and the Ohio Cooperative Extension Service in perpetuity. If the need for this fund should cease to exist or so diminish as to provide unused income, then another use shall be designated by the Board of Trustees in consultation with the appropriate college dean, department chairperson, or program administrative officer, in order to carry out the desire of the donors.

#### **Leadership Fund Endowment Principal**

ORG 55010  
FUND 602003

#### **Leadership Fund Endowment Interest**

ORG 55010  
FUND 202003

### **Membership Recruitment and Retention**

Purpose: To recruit, retain, and involve all eligible Ohio Extension personnel; and promote an

effective working relationship and spirit of fraternal fellowship among Epsilon Sigma Phi members through member education.

Responsibilities:

1. Prepare chapter newsletter two times annually (late Winter/early Spring and Fall). Post newsletters to the Ohio ESP website.
2. Each new committee will begin with the Spring issue and end with the Fall issue.
3. Keep membership informed regarding ESP activity through the newsletter.
4. Promote ESP with all Extension professionals.
5. Update and maintain supply of Ohio ESP membership recruitment brochure.
6. Send out annual membership recruitment letter and brochure to all eligible Extension professionals in early September.
7. Recruit new initiates:
  - a) Send letter to each member prospect (October)
  - b) Follow up phone call (in late October/early November)
  - c) Register initiates for ESP program at Annual Conference (November)
  - d) Prepare membership information packet and folder (November)
  - e) Arrange to have certificates lettered (November)
8. Encourage District Representatives to personally contact potential new initiates and members who do not renew their membership.
9. Encourage life membership for newly retired professionals.
10. Send copies of committee meeting dates and minutes to President and President-elect. Have chair make report at board meetings.
11. Chair to submit budget request for following year to Resource Development and Management committee.
12. Prepare annual report of committee activities and accomplishments and submit to ESP President.
13. Chair to provide complete record of activities and working file to next year's committee chair.
14. Carry out any other responsibilities assigned by ESP Board.

## **Professional Development**

Purpose: To promote professional excellence among Extension personnel.

Responsibilities:

1. Promote and foster professional improvement through collaboration with professional organizations to which Extension personnel belong.
2. Promote the availability of ESP scholarships and select recipients to support diverse Extension professional development opportunities.
3. Cooperate with OSU Extension to promote and support the Excellence in Extension Award to recognize superior Extension educators.
4. Be part of the representation from ESP to assist Ohio Association of Extension Professionals (OAEP) and Chi Epsilon Sigma (CES) professional organization for support staff with the planning of Annual Conference.
5. Honor winners at the annual meeting in December (Annual Conference).
6. Encourage additional professional development opportunities, for example, interstate study tour, internship, rural/urban exchanges, etc.
7. Develop a plan for accomplishing the committee purposes.
8. Send copies of committee meeting dates and minutes to the President and President elect. Board representative to make report at board meetings.
9. Chair to provide budget proposal for following year to Audit and Budget Committee Chair by September 1.
10. Chair to provide complete record of activities and working file to next year's committee chair.
11. Prepare annual report of committee activities and accomplishments and submit to ESP President-Elect by mid November.
12. Carry out any other responsibilities assigned by ESP Board.

**A. Scholarship Awards**

1. Publicize the availability of two ESP scholarships: \$400 spring scholarship and \$400 fall scholarship.
2. Solicit applications and select winners.
3. Honor winners at the annual meeting in December.

***B. Annual Conference Planning Committee***

1. Provide representation from ESP to the overall committee (OAEP, ESP, CES) charged with planning and conducting Annual Conference. It is expected that Member Services will also provide some representation to the Annual Conference planning as well.

## **C. Excellence in Extension Award**

### **1. General Procedures**

- a) Through the combined efforts of Epsilon Sigma Phi and Ohio State University Extension, an annual award has been provided to recognize a superior Extension educator. This award recognizes the importance of teaching, research and service to Extension programming and will serve as an incentive for Extension advancement.
- b) The award includes a cash award of \$1,000 after taxes (responsibility of Epsilon Sigma Phi and to be paid out of the ESP Leadership Endowment Fund -- Org: 55010, Fund: 202003), plus the addition of \$1,000 (responsibility of OSU Extension) to the base salary.
- c) Any current member of Epsilon Sigma Phi is eligible. Recipients can receive the award only one time. Faculty/staff, clientele and emeriti may make nominations.
- d) A timeline (attached) will be followed by the Professional Development Committee and Selection Committee.
- e) The award will be announced during the OSU Extension Professional Association Recognition Program, usually in December of each year. The check for \$1,000 and plaque will be awarded at the annual meeting and is the responsibility of the ESP Professional Development Committee Chair.
- f) A plaque will be awarded to the individual. The V.P. for College of Food, Agricultural and Environmental Sciences, Ohio State University Extension Director and ESP President should jointly make the presentation.
- g) The board will be requested to authorize funds each year to cover postage and development of necessary forms and publicity materials, and plaque (matching those outside of Room 100, Agriculture Administration).
- h) The recipient will be informed of the award by letter. ESP President and Extension Director will co-sign the letter.
- i) ESP Professional Development Committee Chair to request Leader, Business Operations, to secure a check and be made available for the Awards Ceremony. Director of Extension would take responsibility for having the addition of \$1,000 to the base salary with the January 1 paycheck.
- j) Members of Professional Development Committee or the Selection Committee who are nominators or nominees will not participate in the selection/review process. If the Professional Development Committee Chair is a nominator or nominee, the Selection Committee Chair is responsible for duties assigned to that position.
- k) The ESP board will periodically review procedures for Excellence in Extension Award with input from Administration, Professional Development Committee and Selection Committee. The board will have the power to make changes deemed necessary.

## **2. Professional Development Committee Procedures**

- a) The Professional Development Committee will be responsible for announcement of the award and promotion. They should make every effort to widely publicize and solicit nominations. Nominations are returned to the Chair of the committee.
- b) The Professional Development Committee or designated members (i.e., Chair and Chair elect) will meet shortly after the deadline for nominations and review nominees for eligibility. Criteria will include:
  - i) Not a prior recipient.
  - ii) Current member of Epsilon Sigma Phi.
  - iii) Form is fully completed and signed by person nominating.
  - iv) Person nominating identifies excellence in the three categories of teaching, research and service.
- c) The Professional Development Committee will use the nomination letters to select the top five nominees.
- d) The Professional Development Committee Chair will send letters to the top five nominees requesting four references, one of which is the immediate supervisor, and an updated vita.
- e) The Professional Development Committee Chair will request letters of evaluation from the four references. The chair or committee members will make a follow-up request to those evaluators not responding.
  - i) A stamped self-addressed return envelope will be enclosed with each evaluation. Epsilon Sigma Phi will provide this.
  - ii) All evaluations should be returned to the Professional Development Committee Chair.
- f) All discussions and materials will be kept confidential. Materials will be held by the Professional Development Committee Chair.
- g) The finalists' names and supporting materials will be submitted to the ESP Selection Committee for selecting the recipient.
- h) Professional Development Committee (or subcommittee) takes leadership in developing recognition of this award at Extension Professional Association Recognition Program and in securing the plaque and a suitable display location.
- i) Professional Development Committee (subcommittee) provides leadership in the development of publicity materials about the recipient to be used in local, College of Food, Agricultural and Environmental Sciences and campus publications.
- j) The Professional Development Committee Chair will take responsibility for submission of the recipient's name to appropriate recognition program committees.

## **3. Selection Committee**

- a) The Professional Development Committee Chair, in consultation with the ESP President, will appoint the Selection Committee of five people each year. The chair of the Professional Development Committee will serve as chair of the Excellence in Extension Selection Committee. At least one member of the committee should have served on the committee in the past for continuity. At least one previous Excellence in Extension winner should serve on the committee. The committee will consist of:
  - i) ESP Professional Development Committee Chair, (unless he/she is a nominee or nominator, in which case another member of the committee would be appointed).

- ii) One representative from Extension Administration.
- iii) Current President of ESP.
- iv) Two additional ESP members.
- b) All discussions and materials will be kept confidential. The Professional Development Committee will send materials for up to five finalists to the Chair of the Selection Committee.
- c) The Selection Committee will select its own operating procedures and meeting dates.
- d) The Selection Committee will review evaluations, nomination forms and vita/vita updates. Consideration is to be given to:
  - i) Degree of respect by peers and clientele.
  - ii) Breadth, scope and depth of accomplishment in relation to position.
  - iii) Impact and pertinence of programs and research.
- e) The committee will select a recipient. The committee chair will inform the President of Epsilon Sigma Phi, the Extension Director and the Professional Development Committee Chair of the recipient's name. All individuals will keep this information confidential.
- f) The Selection Committee Chair will immediately prepare a letter to the recipient for signature by the Epsilon Sigma Phi President and Extension Director. The letter should be mailed following the timeline. The Professional Development Committee Chair will take responsibility for submission of the name to appropriate recognition programs.
- g) All evaluation materials will be destroyed following the award announcement.

**4. Suggested Timeline for ESP Excellence in Extension Award**

August-September	Professional Development Committee and Chair create awareness of this award and call for nominations.
September 20	Nominations close.
September 27	Nominations are reviewed by Professional Development Committee to select top five eligible nominees.
September	Professional Development Committee Chair and Epsilon Sigma Phi President appoint Selection Committee and Chair.
October	Professional Development Committee Chair sends letters to the top five nominees by October 1 requesting names of four references (due October 13) and updated vita (due October 29). Requests for letters of evaluation from references will be mailed by October 15 to be returned by October 29.
November	Selection Committee reviews supporting material and selects recipient. Letter to recipient is drafted and delivered. Arrangements for check and salary awards are accomplished. Professional Development Committee Chair is notified of

recipient along with Extension Director and ESP President.

December

Professional Development Committee takes leadership in providing recognition to recipient at Ohio State University Extension's Recognition Program.

December

Evaluation materials destroyed following award announcement.

***EPSILON SIGMA PHI***  
**OHIO ALPHA ETA CHAPTER**  
**SCHOLARSHIPS**

**Purpose**

To enable Ohio Extension employees who are members of ESP to pursue professional improvement opportunities.

**Eligibility**

Members of ESP

**Type of Study**

Award is for individual improvement, which may include advance degrees, graduate credits, tours, seminars or other specialized training.

**Funding**

Total of \$800 in scholarships is offered annually. One \$400 scholarship will be awarded in the autumn and one \$400 scholarship will be awarded in the spring.

**Procedures**

An awards or scholarship committee will review applications and make recommendations prior to final approval of the awards.

**A note about applying**

The application may be sent as an attachment to the contact person on the form, if a hard copy with signatures is received prior to the selection committee's meeting. Faxed signatures are acceptable.

**EPSILON SIGMA PHI  
SCHOLARSHIP APPLICATION  
Ohio State University Extension**

Name \_\_\_\_\_ Unit \_\_\_\_\_  
Last First Middle Initial School, Department, Unit

Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Years in Extension: \_\_\_\_\_

Years as an Epsilon Sigma Phi member: \_\_\_\_\_

Current Degree Status: Bachelors \_\_\_\_\_ Masters \_\_\_\_\_ Doctorate \_\_\_\_\_  
No. of hours beyond last degree \_\_\_\_\_

Will you seek graduate credit for this study experience? Yes \_\_\_\_\_ No \_\_\_\_\_

List any out-of-state tours in which you have participated and the year:

Have you received an ESP scholarship within the past five years?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Award \_\_\_\_\_

Dates requested for assignment: From \_\_\_\_\_ to \_\_\_\_\_

Location of assignment: \_\_\_\_\_

On one page or less describe your study including:

- a. Hows and whys?
- b. Objectives
- c. Where and how you propose to conduct your study program?
- d. How will you use the results of this study to further Extension work?
- e. How do you plan to share the results of your study program with other faculty?

Total Estimated Expenses: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant Date

Reviewed by \_\_\_\_\_  
Immediate Supervisor Date

Comments:

Return by \_\_\_May 31\_\_\_\_\_ for Spring and \_\_\_Oct. 31\_\_\_\_\_ for Autumn to:

## **EPSILON SIGMA PHI EXCELLENCE IN EXTENSION AWARD**

### **PRESENTED BY EPSILON SIGMA PHI AND OHIO STATE UNIVERSITY EXTENSION**

**GOAL:** An annual award to recognize a superior Extension educator

**CRITERIA:** The nominee should be recognized as a superior Extension educator. This award recognizes the importance of teaching, research and service to Extension programming and will serve as an incentive for Extension advancement.

Selection is based on excellence in three categories: teaching, research and service. Consideration is to be given to:

1. Degree of respect by peers and clientele.
2. Breadth, scope and depth of accomplishment in relation to position.
3. Impact of programs and research.
4. Innovation and pertinence of programs and research.

**NOMINATIONS:** Nominations can be submitted by faculty, staff, clientele or emeriti and should include:

1. Nomination form citing examples of excellence in nominee's extension teaching, research and service.
2. Nomination letter addressing the degree of respect by peers and clientele; breadth, scope and depth of accomplishment; and impact, innovation and pertinence of programs and research.

**ELIGIBILITY:** Any Extension employee who is a current member of Epsilon Sigma Phi will be eligible. The award can be received one time only.

**AWARD DESCRIPTION:** The award includes a cash award of \$1,000 plus the addition of \$1,000 to the base salary. The winner will be announced and the award will be formally presented during the Ohio State University Extension December Recognition Program.

**SCHEDULE AND SELECTION PROCEDURE:** Nomination forms and letters must be received by September 20. Professional Development Committee selects top five nominations. Top five nominees submit names of four evaluators and an updated vita to Professional Development Committee. All materials (nomination form and letter, evaluation letters and updated vita) are forwarded to Selection Committee named by Epsilon Sigma Phi President and Professional Development Committee Chair. The Selection Committee determines award recipient.

**PLEASE SEND NOMINATION FORM AND LETTER TO:  
ESP Professional Development Committee, Chairperson**

(Nomination form and letter may be e-mailed by deadline followed by faxed or mailed signed hard-copy.)

## EXCELLENCE IN EXTENSION NOMINATION FORM

Name of Nominee: \_\_\_\_\_

Nominee's Title: \_\_\_\_\_

Work address:

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**REASONS FOR NOMINATION:** (List 2 examples of excellence in each of the three areas Extension Teaching, Research and Service)

Submitted by (print name): \_\_\_\_\_

Address:

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Staff Member \_\_\_\_\_ Clientele \_\_\_\_\_ Emeriti \_\_\_\_\_

**NOMINATION LETTER:** Attach a nomination letter to this form addressing the nominee's degree of respect by peers and clientele; breadth, scope and depth of accomplishment; and impact, innovation and pertinence of programs and research.

**NOMINATION DEADLINE: September 20.**

**Mail to: ESP Professional Development Committee, Chairperson**

(Nomination form and letter may be e-mailed by deadline followed by faxed or mailed signed hard-copy.)

## **Member Services**

Purpose: To administer and provide leadership to the state, regional and national awards programs.

Responsibilities:

1. Promote and administer the Tools for Teaching awards.
2. Promote and administer the Team Teaching awards.
3. Promote and administer the Special Chapter, Regional and National awards.
4. Select a chair and chair-elect for each sub-committee: Tools for Teaching Awards; Team Teaching Awards; Special Chapter, Regional & National Awards.
5. Select award winners.
6. Honor winners at the annual meeting in December.
7. Develop a plan for accomplishing committee purposes.
8. Send copies of committee meeting dates and minutes to the President and President elect. Board representative to make report at board meetings.
9. Prepare annual report of committee activities and accomplishments and submit to ESP President.
10. Chair to provide budget proposal for following year to Chair, Audit and Budget committee by September 1 each year.
11. Chair to provide complete record of activities and working file to next year's committee chair.
12. Prepare annual report of committee activities and accomplishments and submit to ESP President.
13. Carry out any other responsibilities assigned by ESP Board.

### **A. Regional and National Awards**

1. Select from current and past state nominees for:
  - a) National
    - i) Distinguished Service Ruby Award
    - ii) Friend of Extension
  - b) Regional
    - i) Distinguished Service Award
    - ii) Mid-Career Service

- iii) International
- iv) Team
- 2. Work with nominees to prepare applications for regional and national awards.
- 3. Secure awards for presentation at the annual meeting.

## **B. Special Chapter Awards**

- 1. Current Awards
  - a) Distinguished Service Award
  - b) Friend of Extension
  - c) Support Staff Meritorious Service Award
  - d) Mid-Career Service Award
  - e) Early Career Award
  - f) International Service Award
  - g) Retiree Service Award
  - h) Visionary Service Award
- 2. Plan to meet at least three times to properly accomplish task.
- 3. Revise nomination forms and submit to ESP President for inclusion on Ohio ESP website.
- 4. Announce availability of awards to all Extension staff persons on or about September 1, requesting nominations be returned on or about October 1.
- 5. Select award winners and submit to national ESP office by March 1 to ensure inclusion in the directory and provision of winner certificates.
- 6. Develop news release with pictures for all winners and distribute to winners and public relations committee.

## **C. Team Teaching**

- 1. Set first meeting date to review calendar and determine assignments.
- 2. Revise nomination forms and submit to ESP President for inclusion on Ohio ESP website.
- 3. Announce availability of awards to all Extension staff persons on or about September 1, requesting nominations be returned on or about October 1.
- 4. Conduct judging and select winners.
- 5. Prepare description of winning entries for annual meeting program. (October).
- 6. Send names of award winners to person printing certificates. (October).
- 7. Send names of award winners to annual conference program committee chairperson (October).
- 8. Send congratulations letter to all award recipients encouraging them to attend the annual meeting awards presentation (November). For teams of 5 or more, only team leader will be notified. Ask team leader to contact team members.
- 9. Prepare news release for award recipients (November-December) and arrange with public relations committee to have pictures taken at annual meeting.
- 10. Showcase or exhibit entries through PowerPoint and web posting.
- 11. Introduce award recipients at ESP annual meeting and distribute certificates.

#### **D. Tools for Teaching**

1. Set first meeting date to review calendar and determine assignments.
2. Revise nomination forms and submit to ESP President for inclusion on Ohio ESP website.
3. Confirm judging date with Communications and Technology.
4. Announce availability of awards to all Extension staff persons on or about September 1, requesting nominations be returned on or about October 1. Entries are submitted to a designated committee member.
5. Meet shortly after the deadline for entries and sort according to contest categories.
6. Conduct judging of entries by Communications and Technology personnel and committee members (October).
7. Prepare description of winning entries for annual meeting program. (October).
8. Send names of award winners to person printing certificates. (October).
9. Notify ESP President and Secretary of award recipients (October).
10. Send names of award winners to annual conference program committee chairperson (October).
11. Send congratulations letter to all award recipients encouraging them to attend the annual meeting awards presentation (November).
12. Showcase or exhibit entries through PowerPoint and web posting.
13. Prepare news release for award recipients (November-December) and arrange with public relations committee to have pictures taken at annual meeting.
14. Introduce award recipients at ESP annual meeting and distribute certificates.
15. Return participant entries (December).

#### **Criteria for Tools For Teaching**

All Extension Professionals (including non-faculty and non-ESP members) are eligible to enter their work in this competition. Membership in ESP is not mandatory for recognition in Ohio. Entries in all categories will be judged first and foremost on the content's relevance, importance and interest. Every entry should help fulfill Extension's Mission: *Helping people improve their lives through an educational process, using scientific knowledge, focused on identified issues and needs.*

Entries should show evidence of being an OSU Extension tool (e.g. logo, text, as sponsor, collaborator or sole producer). If published tool does not show evidence of being an OSU Extension tool, submit both original and published tools.

1. Participants may make only one entry per category. One person may enter in as many categories as they wish. The same entry cannot be submitted for more than one category.
2. Each entry should include a completed Tools for Teaching Entry Form, (see Ohio ESP Web Page <http://ohioesp.osu.edu/awards.htm>) with supporting information (audience targeted, goals for entry, need being addressed and evaluation results).
3. Entries should have been produced from September 1 of the previous year - August 31, of the current year. (i.e., Sept. 1, 2003 to Aug.31, 2004)
4. All entries are to be addressed and mailed or electronically transmitted to Tools for Teaching Contest and must be postmarked no later than October 1. Any entries received past

that date will be returned without being judged.

5. Several categories are split into two areas; Internally Produced and Professionally Assisted. Entrants use the guidelines listed below to determine where to submit their entry:
  - a) **Internally Produced:** Everything should be done by the entrant(s) or in their office: layout, copy, typesetting, printing, original photography, videotaping, etc.
  - b) **Professionally Assisted:** Entrant(s) or entrant(s) staff must do the writing. Layout, photography, typesetting, printing, cutting, illustration and logos can be done by outside professionals. The office of Communication and Technology is considered professional assistance.
  - c) **Scoring:** Each entry must score 85 points and above to receive an award. Awards are 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places and honorable mentions. If there is only one entry in a category, it is not considered an automatic winner.
  - d) **Co-Authors And Teams:** Be sure to list all team members who contributed to the project on the entry cover sheet. The Member Services committee members are not responsible for team members' names left off of the entry.

### **Suggested Timeline and Responsibilities of the ESP Tools for Teaching**

January	Service members recruit new members and reorganizes selecting officers for the coming year. Results are reported to ESP Chapter President.
August 1	Tools for Teaching Chair calls an organizational meeting to review and revise service guidelines and entry form for current year so they can be submitted to the ESP Chapter Chair and posted on the ESP Web page. Recruit volunteers to help with publicity, recruit judges, and make organizational plans. Publicity begins by sending contest announcements to Extension list-servs.
September	Service members recruit professionals in communications technology and media fields for judging the categories.
October 1	All entries must be delivered or postmarked by October 1. Entries are sorted by category and distributed to judges by October 10.
November 9	Judges complete award selections. Entries must receive a score of at least 85% to receive an award. Judges are encouraged to include supportive educational comments on the judging sheets to enhance the educational benefit of entering the contest. Judges are asked to report results and return entries to Tools for Teaching Committee by November 10. Committee members tabulate the winners and report to Committee and ESP Chair by November 14. The Committee generates 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> place ESP Award Certificates plus Honorable Mention when appropriate for all 29 categories and sub-categories if so determined by the judges.
	The ESP Chapter President purchases certificates. The Tools for Teaching Member Service Chair coordinates writing congratulatory letters for award

recipients. Official ESP Chapter Letterhead is recommended. Members who recruited judges will write letters of appreciation to the judges. Go to <http://ohioesp.osu.edu/forms.htm> to download letterhead. Letters can be electronically delivered as an attachment or mailed through the postal service. The ESP Board will reimburse postage and cost for supplies when original receipts are submitted to the ESP Treasurer.

December Tools for Teaching Service Members take leadership in providing Recognition Program. New service members are recruited. Contest materials, judging sheets and awards are returned to entrants during Annual Awards Ceremony.

## **Public Issues**

Purpose: To build and strengthen political and public support for Extension through consistent and targeted communication with local, state and federal decision makers and agencies and to educate and inform Epsilon Sigma Phi members about public issues and legislative matters affecting Extension programs and staff.

Responsibilities:

1. Keep abreast of legislative matters and public issues that are of interest to Epsilon Sigma Phi members and to keep the membership informed of these matters.
2. Keep abreast of changes in the Federal retirement programs and proposed changes.
3. Encourage active participation in legislative and public issues as a private citizen.
4. Keep State Board informed about public issues and legislative matters.
5. Develop educational opportunities/resource materials on public issues, as needed.
6. Develop a plan for accomplishing the committee purpose and submit to the State Board.
7. Submit reports at scheduled board meetings and an annual report to the State Board.
8. Prepare an article for each issue of the Epsilon Sigma Phi Newsletter.
9. Contribute to planning, promoting, implementing, and evaluating the National Public Issues Leadership Development Conference (PILD) if selected to be a representative to the national Public Policy Issues Committee. PILD is a professional development opportunity designed to promote leadership, communication and cooperation among Extension professionals in the area of Public Issues Education.
10. Encourage participation in the PILD Conference.
11. Prepare annual report of committee activities and accomplishments and submit to ESP President.
12. Carry out any other responsibilities assigned by ESP Board.

## **Global Relations**

Purpose: To promote the Extension profession and professionalism worldwide.

Responsibilities:

1. Identify projects and activities to promote international enthusiasm within the chapter.

2. Promote cultural awareness through activities that will encourage members to better accept, work with and educate about diversity and cultural differences.
3. Provide a communications network for opportunities for international service.
4. Maintain a list of Epsilon Sigma Phi members on international assignment (locations, addresses, etc. )
5. Explore opportunities for ESP to coordinate international programs i.e., tours, exchange trips, etc.
6. Encourage members to participate in the Association of International Agricultural and Extension Educators (AIAEE) annual conference.
7. Encourage members to become involved with the CSREES International Committee.
8. Prepare annual report of committee activities and accomplishments and submit to ESP President.
9. Carry out any other responsibilities assigned by ESP Board.