New York State Association of Family & Consumer Sciences Educators (NYSAFCSE)
Ellen Swallow Richards Award

The **Ellen Swallow Richards Award** is a given to honor the founder of Family and Consumer Sciences. This award is given to a non-FACS professional who has made an outstanding contribution and significant impact to the field of Family and Consumer Sciences education at the local and/or NY state level.

Award Presentation
NYSAFCSE awards are given annually at the end of each school year by local areas. Each application will then be sent from that area for state award consideration. These winners will be selected annually and recognized at CTE/FACS state conferences.

Criteria for the Award
- A non-Family and Consumer Sciences educator
- Demonstrate involvement and outstanding contribution to the field of FACS and significantly impact the field at the local and/or NY State level.
- Application completed by nominating current NYSAFCE member and submitted to local Area Coordinator

Nomination Procedure
1. *Regional Area Award Chairperson or Area Coordinator will promote members to complete electronic applications, for all awards, from local membership. (**Applications must be received at the regional level by March 1st of current year)***
2. *NYSAFCSE Awards & Scholarship Chairperson will receive and review the Regional awards applications and share them with the applicants Area Coordinator.*
3. *Area Coordinators will forward the names of their regional winners by **April 1st,** and award certificates will be completed by **April 15th.** All area winners (one award for each category) will be awarded and recognized locally.*
4. *Area Coordinators must submit all regional winner names that wish to be considered for the NYSAFCSE State Awards to the NYSAFCSE Awards Chairperson by **June 1st** . (The State Award application forms are located on the NYSAFCSE webpage)*
5. *State Award applications and necessary documentation need to be submitted by **September 1st**.*
6. *During the Fall NYSAFCSE board meeting, the Awards Committee will meet to review applications, and winners will be notified by **December 1st.***
7. *All NY State winners will be recognized by NYSAFCSE at a CTE/FACS state conference.*

NOTE: To apply or nominate someone for a Regional NYSAFCSE Award you will need to use the Google Form application that is available on the Awards & Scholarship section of the NYSAFCSE webpage.

Helpful Hints for successful application completion
- Thoroughly read application and rubric for gathering necessary information.

- Note all deadlines
- Carefully organize and include all supporting documents as attachments where noted. If you encounter issues uploading please email the supporting documents to nysafcseawards@gmail.com. Make sure to include the name of the nominee and what award is being applied for.
- Consider involving a colleague for collaboration, proofreading and support in completing the application.