



NAE4-HA STATE OFFICER
HANDBOOK
2016-17 EDITION

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INTRODUCTION/PURPOSE

NAE4-HA HANDBOOK FOR STATE ASSOCIATIONS

Congratulations on being elected an officer in your state association! It is a very important role, both for your state association membership and the national association membership. This booklet is to help you with your new responsibilities, in particular how it relates to the National Association of Extension 4-H Agents. We hope you will take some time to read your NAE4-HA State Officer Handbook and use it as a helpful reference when you have specific or additional questions about your new role.

Feel free to make suggestions to your regional directors on how to improve this handbook.

Have a wonderful experience and Good Luck!

Sincerely,

The Regional Directors

www.nae4ha.com

NAE4-HA REGIONAL DIRECTOR/STATE RELATIONS LEADERSHIP TEAM

Region	Term	Regional Director	Role in Region	Phone	E-mail
West	15-17	Jamie Davis	Communication	541-947-6054	jamie.davis@oregonstate.edu
West	16-18	Kathy Riggs	Finance	(435) 586-8132	kathleen.riggs@usu.edu
North Central	15-17	Joan Grott	Finance	219-465-3555	joangrott@purdue.edu
North Central	16-18	Diane Baker	Communication	309-756-9978	bakerd@illinois.edu
South	15-17	Tamra McGaughy	Finance	214-904-3150	tdmccaughy@ag.tamu.edu
South	15-17	Cheryl Newberry	Communication	580-332-4100	cheryl.newberry@okstate.edu
		*State Relations Chair			
South	16-18	Rebecca Brewer-Thomas	Communication (Newsletter)	706-857-0744	rbt@uga.edu
Northeast	15-17	Suzanna Boarts	Communication	724-548-3447	sab25@psu.edu
Northeast	16-18	Becca Fint-Clark	Finance	(304) 291-7201	Becca.Fint-Clark@mail.wvu.edu

Written 1994 and updated annually by Regional Directors.

Updated September 2016

ACTION TIMELINE

NAE4-HA Timetable for State Associations

Date	Task	By Whom
Fall	<input type="checkbox"/> Arrange for state representation at regional meeting at national conference, i.e. door prizes, displays, report, etc.	President
	<input type="checkbox"/> Attend National Conference <input type="checkbox"/> Attend State Officers Workshop at National Conference	All Officers
	<input type="checkbox"/> Collect membership dues and remind current state members to complete online Membership Renewal/Update Form <input type="checkbox"/> Recruit new members and have them complete the online New Member Profile Form <input type="checkbox"/> North Central and Northeast Regions: collect \$1 extra for hospitality fund \$1 per NAE4-HA active member (not life members). This assessment contributes to the Regional Hospitality Account which supports expenses of the region not covered in the NAE4-HA budget for the state that hosts conference.	Membership Chair
November – December	<input type="checkbox"/> Submit request form for state visit/virtual visit via the online form. A minimum of 1 hour is requested on the program to justify travel expense http://www.nae4ha.com/forms	President or Professional Development Chair
December	<input type="checkbox"/> Indicate to your Regional Director-Finance, who your state scholarship recipient for JCEP will be. Majority of expenses will be paid. <input type="checkbox"/> Register for JCEP Conference	President or President-Elect
January 31 Please Note: <i>The due date is for both the membership application and the money.</i>	<input type="checkbox"/> Designate state leadership including committee contact positions on the online membership enrollment spreadsheet <input type="checkbox"/> Membership dues sent to: <ul style="list-style-type: none"> ○ NAE4-HA ○ c/o CHMS ○ 3801 Lake Boone Trail, Suite 190 ○ Raleigh, NC 27607 http://www.nae4ha.com/forms <i>(Quotas for DSA & ASA recipients are based on this date)</i>	Membership Chair
February 1	<input type="checkbox"/> Annual State Impact Report Form due to your Regional Director-Communications http://www.nae4ha.com/forms	President or President Elect
February	<input type="checkbox"/> Attend JCEP Conference <input type="checkbox"/> Encourage members to apply for NAE4-HA Leadership Positions (a letter of support is required from the State Extension Director and State Association President). <input type="checkbox"/> Indicate to your Regional Director-Finance who your state scholarship recipient for PILD will be. \$250 stipend <input type="checkbox"/> Register for PILD	President or President Elect

January - February	<input type="checkbox"/> Encourage members to apply for awards and scholarships (including First Timer Scholarship to National Conference)	Member Recognition Chair
February	<input type="checkbox"/> Promote nominations for the Hall of Fame	President or President Elect
March 1	<input type="checkbox"/> State deadline for awards and scholarships (states may have an earlier deadline)	Member Recognition Chair
April 1	<input type="checkbox"/> National deadline for Service and Communicator awards and scholarships. Information to Regional Contact, including DSA, ASA, MSA, 25-Year Awards and First Timer Scholarship	Member Recognition Chair
April	<input type="checkbox"/> Attend PILD Conference	President or President Elect
May 1	<input type="checkbox"/> Application deadline for NAE4-HA Leadership Positions	State Leadership Team
Summer	<input type="checkbox"/> Encourage members to attend NAE4-HA Conference. Early bird registration deadline is typically between July 1-15 <input type="checkbox"/> Coordinate States Night Out for the NAE4-HA Conference	President or President Elect

Continuous

Ongoing	<input type="checkbox"/> Maintain close communication with State Administration about state and national accomplishments and maintaining their support <input type="checkbox"/> Communicate with your Regional Directors on happenings in your state association and your concerns and suggestions about NAE4-HA <input type="checkbox"/> Remind membership about monthly eNewsletters/communications, these are sent out to membership list serve by the Executive Director. <input type="checkbox"/> Invite active participation in your state association from the Life Members. They can provide a unique contribution. Lists of Life members may be obtained from Jim Thompson: execdir@nae4ha.com	President or President Elect
	<input type="checkbox"/> Work together to build a strong state association <input type="checkbox"/> Check out the NAE4-HA website for updates	All
	<input type="checkbox"/> Keep membership database up to date with new members and state leadership positions.	Membership Chair
	<input type="checkbox"/> Encourage State Membership to participate in Clover Pledge Drive	Public Relations Chair

TEAM RESOURCES

National Association of Extension 4-H Agents – Visions, Mission, Values

Vision: NAE4-HA is the first choice of the youth development professional for building professional and personal competencies.

Mission: NAE4-HA offers youth development professionals the best in:
...professional development
...an inclusive and supportive network
...integration of scholarship, research & practice

Values

Statement: Accomplishing our vision and mission requires many values; we choose to focus on the values of:
~ Learning
~ Inclusivity
~ Excellence
and the actions reflected in our professional standards.



NAE4-HA Conference Dates

October 9-13, 2016	Hyatt Regency	New Orleans, LA
November 12-17, 2017	JW Marriott	Indianapolis, IN
October 7-11, 2018	Hyatt Regency	Columbus, OH

Joint Council of Extension Professionals (JCEP) Conference

February 8-9, 2017	Double Tree by Hilton	Orlando, FL
February 14-15, 2018	Double Tree by Hilton	Orlando, FL

Public Issues Leadership Development (PILD) Conference

April 2-5, 2017	Hyatt Regency	Crystal City, VA
April 8-11, 2018	Hyatt Regency	Crystal City, VA

COMMUNICATION IS THE KEY

Communication is the key to a fully functioning and effective state or national organization. This is especially true for the very diverse needs, structure, and functioning of the National Association of Extension 4-H Agents. To help you understand this communication flow and structure, this section is designed to familiarize you with the organization and officers' roles and communication flow. If you do not understand something in this section, please contact one of your Regional Directors for clarification.

NAE4-HA - The purpose of our national association is to advance the professional status of Extension 4-H Youth Development personnel; to encourage professional improvement of all Extension 4-H Youth Development personnel; to increase interest in Extension 4-H youth work as a career; to provide for exchange of ideas, methods, and techniques; to strengthen communications with Extension Administration; and to promote cooperation among all Extension personnel. NAE4-HA became incorporated on March 17, 1971.

NAE4-HA PRIORITIES - Professional Development, Personal Development, Member Services, Advocacy, Excellence, Professional Development, and Scholarship

BOARD of TRUSTEES - The board is made of elected and appointed active members of NAE4-HA. The board manages the business and property of the NAE4-HA Corporation. Included on the Board of Trustees are: Officers, Regional Directors, Standing Committee Chairs, Annual Conference Committee Chairs, and Board Liaisons. Not all board members are voting members.

OFFICERS - The officers of NAE4-HA include the Presidents Council (President, President-Elect, and Past President) and the Vice Presidents Council. The Vice Presidents Council is made up of five elected Vice Presidents, including Member Services, Programs, Finance and Operations, Marketing and Outreach, and Professional Development. Officers are elected electronically prior to the annual conference by the entire membership. Specific duties for each of the officers can be found on the NAE4-HA website www.nae4ha.com.

REGIONAL DIRECTORS - The Board of Trustees of NAE4-HA include two Regional Directors from the Northeast, North Central, and West regions. The Southern region is represented by three directors. They are elected by and from the respective members in the region. If a region membership exceeds 1250 (including Life Members) that region shall have the option of an additional director (thus the South currently has 3 directors). Specific duties for the Board of Trustees are listed on the NAE4-HA website and in the Regional Director Handbook.

BOARD LIAISONS - Liaisons to the Board of Trustees currently include: representatives from the Life Members, Partner Member, Journal of Extension, National 4-H Council, National 4-H Activities Foundation, USDA/NIFA, and State Program Leaders. They provide information to the board on related topics, but they do not attend all board meetings or vote.

COMMITTEE CHAIRS and CHAIRS-ELECT - The committee chairs are appointed by the board of trustees. They serve one year as a chair-elect then two years as chair. NAE4-HA has six (6) standing committees: Policy and Resolutions, Professional Development, Public Relations & Information, Research and Evaluation, Life Member Committee and Member Recognition. The committee chair-elects do not serve on the Board of Trustees. Specific duties for the committee chairs and chair-elects are listed on the NAE4-HA web site.

CONFERENCE MANAGEMENT - A representative(s) from each of the next three conferences sits on the Board of Trustees. As a conference management team they are allowed one vote. Specific duties for managing and hosting our annual conference are listed in the handbook.

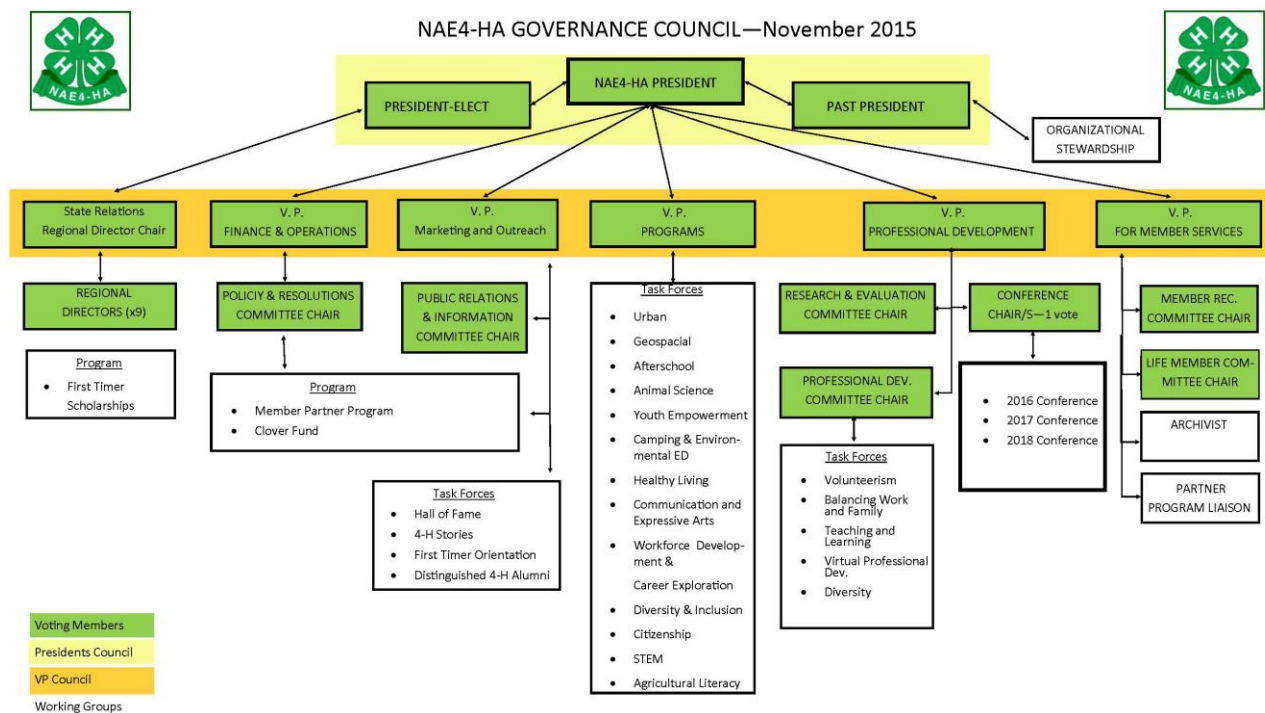
REGIONAL COMMITTEE CONTACTS and CONTACT-ELECTS - The regional committee contacts are appointed by the Board of Trustees first as regional committee contact-elect for one year, then contact for one year. There is one contact and one contact-elect per region, per committee including nominations. They do not serve on the Board of Trustees. They serve as a communication linkage between committees and regions. These positions are determined for each committee by the national committee chairs.

STATE PRESIDENTS - Specific duties for the Presidents are listed in this handbook. Each State is further asked to select committee contacts and contact-elects for the Committees listed in the chart below, including a membership contact.

NAE4-HA MEMBERS - There are five (5) classes of membership in NAE4-HA: 1) Active, 2) Affiliate, 3) Life, 4) Student, and 5) Partner. The definitions of memberships are listed in this handbook on the following page.

COMMUNICATION FLOW CHART

Communication needs to flow both ways in order to keep the association thriving and growing. The best way to give input about committees or committee direction is through the regional committee contacts and contact elects. The best way to give input about concerns about the National Board and Association as a whole is through your Regional Directors. The officers may also be contacted, particularly in regards to donor, membership, or financial concerns.



MEMBERSHIP POLICIES

NAE4-HA has five (5) classes of membership:

1) Active 2) Life 3) Affiliate 4) Student 5) Partner

2017 Dues: Active Member Renewals \$80.00
 Life Member \$240.00 (three times the renewal rate)
 Affiliate \$80.00
 Student \$40.00
 Partner – Determined by Level

Active Members:

Current employees of the Extension Service in a professional status; assigned responsibility for 4-H youth development or professional interest in promoting and supporting same. Full membership benefits include (pay full current dues amount) the ability to vote and to hold elected or appointed positions. Active NAE4-HA members who retire may complete that membership year as active members, with full membership benefits. (For the purpose of this organization the Extension System is defined as NIFA, State/District/Territorial/Provincial Extension Service, National 4-H Council, Canadian 4-H Council or contracting organizations.)

NAE4-HA membership is allowed to individuals who meet national criteria for membership, but are not eligible for state membership. Member application is submitted to Regional Directors who verify Extension employment.

Life Members:

There are two categories of life membership:

a) LIFE One-time payment of three times the current dues amount. Must retire from Extension (not merely move out of 4-H youth position). Life members have the rights and privileges of an active member. Active NAE4-HA members who retire may complete that membership year as active members. If a life member returns to active employment status, they will be required to pay dues as an active member. Life member status would be reinstated without additional payment when Extension employment returns to retirement status.

b) NAE4-HA PRESIDENT'S LIFE MEMBERSHIP - Upon completion of term of office, the out-going President will be awarded an active membership into NAE4-HA for as long as they are employed by the Extension Service and then, upon leaving Extension employment, will receive life membership.

Affiliate Members:

Includes adult professionals employed in youth development other than Extension; former NAE4-HA dues-paying members who were Active members but do not currently qualify for Active or Life membership; NAE4-HA donors and sponsors. Membership dues for Affiliate members will be the same as for Active members.

Student Members:

Student members are individuals who are currently attending a college/university with full-time student status. Their dues are one-half the cost of the current dues amount. Student members may participate in annual meeting activities.

Partner Members:

Partner members include donors, sponsors, and other contributors as outlined in the NAE4-HA Partner Member Application packet. Partner members do not qualify for other categories of membership and are non-voting, non-dues paying members of the association. Partner members may annually meet during the NAE4-HA Annual Conference to elect from amongst themselves one non-voting liaison to the NAE4-HA Board of Trustees.

The NAE4-HA Corporation will conduct an annual enrollment of members. The membership year shall be from the end of one Annual Meeting of the members to the end of the next Annual Meeting of the members. However, persons may be admitted to membership at any time during the membership year. Only active and life members in good standing of the Corporation shall be eligible to participate in its meeting, vote or hold elected or appointed positions therein. Membership in the Corporation shall be available without regard to race, color, religion, sex, age, national origin, or disability.

JCEP LEADERSHIP CONFERENCE

JCEP - JOINT COUNCIL OF EXTENSION PROFESSIONALS

PURPOSE—OBJECTIVES

- To help orientate State Presidents/Contacts and State Presidents-Elect on structure, procedures, policies, dates, etc. of NAE4-HA.
- To provide an exceptional professional development opportunity for all members of NAE4-HA as well as for all members of the six (6) other member organizations of JCEP. The JCEP Leadership Conference is open to all members of all member organizations.
- To allow Regional Directors to become acquainted with states to assist them in their role as a representative and to help the region function better together.
- To update state leadership on work done by NAE4-HA Committees and to promote the NAE4-HA Annual Conference.
- To provide an up-to-date report from representatives and to respond to concerns voiced from counties and states.
- To exchange ideas about State Associations and to provide opportunity for states to share their concerns and ideas.
- To make recommendations to NAE4-HA Board about the concerns within each region.

WHO ATTENDS

- One State Representative at NAE4-HA expense. Additional representatives and individuals at the state's or the individual's expense.
- NAE4-HA Regional Directors
- NAE4-HA President's Council or Representative determined by NAE4-HA President
- NAE4-HA Committee Chairs - may attend the JCEP Conference at their own expense.

NAE4-HA FINANCIAL SUPPORT

NAE4-HA Budget provides reimbursements for the following attending JCEP Leadership Conference:

- Only one official state representative - first priority State's President-Elect
- Reimbursement provided as budget allows; reimbursable designated in the following order:
Early bird registration rate only
 - A. Lodging for designated representative based on double occupancy for two nights at JCEP Conference site and third night for travel if funds available
 - B. Travel:
 1. Air fare - most direct route and at coach rate
 2. Shuttles, taxi, etc. between airport and hotel; receipts must be provided
 3. Vehicle – mileage reimbursed based on current GSA rate. Personal mileage divided by number of riders in vehicle. On-line mapping service used as verification.
 4. Meal reimbursement based on receipts for those meals not included in the registration fee

MEETING LOCATION/LENGTH

JCEP selects sites based upon travel and cost. A major airport hub is considered along with hotel costs. Conference is two (2) days in length scheduled either in February or March. One day is focused on leadership professional development (selected by JCEP).

PRESIDENTS SHOULD BRING TO WORKSHOP

- Concerns or issues from your state
- State Officer's Handbook (this document)
- A copy of your completed State Impact Report Form (completed online by February 1)

AGENDA TOPICS

- Association updates provided by NAE4-HA President's Council.
- State issues shared.
- Discussion of past and future NAE4-HA Annual Meetings.
 - Promotion of upcoming annual conference.
 - Planning input for upcoming regional meeting at annual conference.
 - Provision of annual conference schedule and State's Night Out information. (If available.)
 - Reminders of awards and recognition deadlines and committee involvement.
- NAE4-HA Committee Reports will be provided in writing by the Regional Committee.
- Contact to include committee accomplishments and plans; obtain states input.
- Discussion on items of interest raised by participants.
- Solicit items for presentation at NAE4-HA Spring Board Meeting.
- Time for items from JCEP, ECOP, NIFA, and/or National 4-H Council Staff.
- Professional Development time to teach concepts, identify tools, discuss issues.
- Appointment of planning committee for regional meeting at annual conference.

PROGRAM COORDINATION

This JCEP Leadership Conference is a cooperative effort by Epsilon Sigma Phi (ESP), National Association of County Agricultural Agents (NACAA), National Association of Extension 4-H Agents (NAE4-HA), Association of Natural Resource Extension Professionals (ANREP), National Association of Community Development Extension Professionals (NACDEP), National Extension Association of Family and Consumer Sciences (NEAFCS), and National Association of Extension Program & Staff Development Professionals (NAEPSDP). The seven (7) associations will have joint as well as separate meetings. The conference will be planned by a JCEP planning committee. This unique partnership provides for an opportunity to exchange ideas, strengthen understanding, and collaborate on efforts where appropriate. Complete information can be found at www.jcep.org.

PUBLIC ISSUES LEADERSHIP DEVELOPMENT CONFERENCE (PILD)

PURPOSE—OBJECTIVES

- Designed for professional development and personal growth regarding the national political process
- Interact with key leaders from USDA, NIFA and other agencies in Washington D.C.
- Gain techniques and practice skill for creating political and public support for the Cooperative Extension Service.
- Visit and communicate with decision makers on Capitol Hill
- Build confidence for teaching skills and techniques for sustaining political awareness at the local and state level

PARTICIPANTS

- Extension Professionals in leadership positions of NACAA, NAE4-HA, NEAFCS, ESP, ANREP, NACDEP, and NAEPSDP
- Extension Professionals focusing on Public Issues Education
- Extension Professionals and volunteers interested in developing effective public issue teams
- Extension Professionals wanting to increase understanding of the Federal Extension System

COSTS and ACCOMMODATIONS

- NAE4-HA provides a \$250 scholarship for one delegate per state – recipient's name submitted by February 15 to Regional Director to receive scholarship. States are encouraged to support delegate's additional costs.
- Conference held in Washington D.C. during April or May at an area hotel. Capitol Hill visits included.

PREPARATION BEFORE CONFERENCE

- Coordinate with other JCEP association representatives from your state.
- Contact state Extension Administration and discuss report to congressional representative. Make appointments with congressional representatives according to agenda times.
- Work with State Team members to create Extension fact sheet to hand legislators.
- Come prepared to share programs your state association has presented in public issues education or other state success stories in this area.
- Think about how you might apply or share the seminar information after you return.

PROGRAM COORDINATION

The Joint Council of Extension Professionals (JCEP) sponsors the Public Issues Leadership Development Conference. JCEP is an organization for extension professional organizations which include Epsilon Sigma Phi (ESP), National Association of County Agricultural Agents (NACAA), National Association of Extension 4-H Agents (NAE4-HA), Association of Natural Resource Extension Professionals (ANREP), National Association of Community Development Extension Professionals (NACDEP), National Extension Association of Family & Consumer Sciences (NEAFCS), and National Association of Extension Program and Staff Development Professionals (NAEPSDP). JCEP's mission is to promote communication, cooperation, and professionalism among all Extension Educators.

NAE4-HA CONFERENCE

The NAE4-HA Conference is held annually (typically late fall) and provides an excellent opportunity for professional and personal development. The following tips for before, during, and after the conference activities will help your state get the most from this opportunity.

BEFORE ATTENDING THE CONFERENCE

- Refer to the monthly and quarterly eNewsletters for conference information and registration.
- Contact state members to ascertain who is planning to attend and ask each participant to attend a specific national committee meeting at the conference.
- Make contact with members regarding State's Night Out. The host state(s) will have a list of suggestions for your members to consider. Make your reservations early!
- Make sure your states' representatives know when the NAE4-HA business meetings are scheduled throughout the conference and encourage all to attend these important sessions as well as your Regional Meeting.
- Prepare for any role or responsibility you or your state may have for the Regional Meeting
- Contact your state Extension Service/University Administrators to invite them to attend the NAE4-HA Conference.
- Invite first timers to sign up for and attend first timer's event.
- If impossible for you to attend, let your Regional Director know and designate a state delegate to fulfill your responsibilities and gather information for you.

DURING THE CONFERENCE

- If available check your state's mail box in the conference operations headquarters on a daily basis (and before heading for home) for messages and other printed information.
- Make contact with your state participants - especially the first timers to make sure they know where things are and what meetings are most important to attend for maximum benefit.
- If applicable, assist with the registration of members from your state for voting purposes at the Regional Meeting.
- Provide for recognition of state winners, DSA, ASA, Communicator awards, etc.
- Make sure State Association Officers and/or representatives attend the officers' training workshop held during the conference.
- Thank donors and exhibitors for participating.

AFTER THE CONFERENCE

- Have a plan in mind for sharing the information you and others from your state gained at the conference.
- Write a follow-up email/summary of the conference to those co-workers who were unable to attend, noting the highlights. A letter might also be sent to your state administrators who were unable to attend as well.
- Write an article about conference for your state's association newsletter.
- Encourage other attendees to share their views of the Conference.
- Send donor 'thank you' notes.

The NAE4-HA Conference is one of the best professional development opportunities available. To make the most of it, do a little planning before you go, enjoy the many opportunities while you are there, and share what you've gained when you return.

USING COMMUNICATION “KEYS” TO OPEN DOORS

Relating To State Administrators

Your State Administrators can be a tremendous support to your efforts as Youth Development Professionals. The key to gaining and maintaining their support is clear, consistent information and communications regarding 4-H – its mission and purpose in your state and throughout the nation. The NAE4-HA Public Relations & Information Committee develops and distributes information relative to the national association and its purposes to youth development. In the effort to keep your state administrators up to date, consider the following steps:

- Invite them to join NAE4-HA and your state association.
- Invite your state administrator(s) to attend the NAE4-HA Conference.
- Encourage administrators to attend your state Association meetings and professional development activities.
- Send your administrators a copy of your state's newsletter.
- Refer to the NAE4-HA website for more specific ideas for communicating with your states' administrators. www.nae4ha.com

State Visits

Regional Directors would like to visit all states on a rotational basis every three (3) to four (4) years as budgets and time allow. State visits can either be requested by the host state or suggested by the Regional Directors. State visits are paid for in the following way: 1) NAE4-HA pays for all transportation costs to and from host state and 2) State pays for meals, lodging, etc. while director is in host state. Regional Directors should have a minimum of one hour on the program to justify the costs of the visit. The purposes of state visits are to:

- Bring NAE4-HA Board happenings to the state membership.
- Assist state organizations with membership concerns or questions concerning their involvement with NAE4-HA and/or current NAE4-HA issues.
- Conduct educational seminars or programs as requested by host state(s).
- Work with host state(s) officers to enhance or encourage National involvement and leadership by the host state's membership.
- Promote the NAE4-HA National Conference.
- Assist to strengthen the state association.

State Leadership Updates on Membership Database

Regardless of when your State Association elects officers, you can now keep your leadership team updated and in the communication links with national NAE4-HA committees. State officers and committee contacts and contact-elects will be identified in each member record. This identification will enable Committee Chairs, Regional Contacts and Regional Directors to collect appropriate leadership team contact info.

Email addresses for members in this database are extremely helpful. With technology, we are able to email all members regarding issues of national importance, as well as national conference reminders.

Check our web site monthly for other news, information, award applications, documents and other forms.

DID YOU KNOW.....

This section is a brief listing of some of those terms and information that you may have heard about, but that you don't know enough about to explain to others! So here goes...

- **Clover Pledge** - This fund was initiated in 1986 at the 40th NAE4-HA Annual Conference for the purpose of supporting professional improvement opportunities for youth development professionals. All members are encouraged to make a donation to the Clover Pledge at any time.
- **SLRP** stands for the Strategic Long Range Plan that has been designed for NAE4-HA by the membership. The mission, vision, and specific goals have been established as a guide for us in the future and are listed on the following page. Your state association may want to use these as a guide for your work and efforts as a state.
- **Impact Report** is an annual synopsis of the accomplishments and impacts of NAE4-HA against our SLRP. It is compiled by the Board of Trustees and distributed at the Annual Conference.

COMMONLY USED ABBREVIATIONS

JCEP	Joint Council of Extension Professionals
NAE4-HA	National Association of Extension 4-H Agents
NACAA	National Association of County Agricultural Agents
NEAFCS	National Extension Association of Family and Consumer Sciences
ESP	Epsilon Sigma Phi
ANREP	Association of Natural Resource Extension Professionals
NACDEP	National Association of Community Development Extension Professionals
NAEPSDP	National Association of Extension Professionals and Staff Development Professionals
ASA	Achievement in Service Award
DSA	Distinguished Service Award
MSA	Meritorious Service Award
CYFAR	Children, Youth and Families at Risk
ECOP	Extension Committee on Organization and Policy
4-HPRK	Professional Research and Knowledge Taxonomy...a taxonomy for cataloging research articles & presentations according to 4-H Youth Professionals needs; knowledge and skills underpinning the Youth Development Profession
JOE	Journal of Extension
JYD	Journal of Youth Development
APLU	Association of Public & Land-Grant Universities
NIFA	National Institute for Food and Agriculture
USDA	United States Department of Agriculture

FORMS

The following forms are found on the NAE4-HA website at: www.nae4ha.com/forms

- State Officer and Committee Chair Reporting Form
- State Visit Request Form
- Annual State Impact Report Form
- Membership Report Form