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Dear Friends,

Wishing you the “Luck O’ The Irish” this week. But just remember . . .

“Be ready when opportunity comes . . . Luck is the time when preparation and opportunity meet.” ~ Ray D. Chapin Jr.

“Depend on the rabbit’s foot if you will, but remember it didn’t work for the rabbit.” ~ R.E. Shay

Best wishes,

Jackie

Welcome . . .

Danielle Seidita
Program Assistant, SNAP-Ed
Mahoning County
seidita.2@osu.edu
Supervisor: Eric Barrett

Holly Bandy
Extension Educator, 4-H
Carroll County
bandy.52@osu.edu
Supervisor: Jackie Kirby Wilkins

Position Announcements . . .

County Extension Educator, 4-H Youth Development
Trumbull County, Cortland, OH
JR# 416214
1.0 FTE
Post Date: March 12, 2016
Deadline Date: April 10, 2016
Screen Date: April 27 and 28, 2016
To Apply

Extension Educator, Community Development - Reposted
Medina County, Medina, Ohio
JR# 414437
This position is a one year, term appointment with the option to extend for an additional two years pending funding
1.0 FTE
Post Date: February 26, 2016
Deadline Date: April 3, 2016
Screen Date: April 20, 2016
To Apply
County Extension Educator / County Extension Director, Agriculture and Natural Resources
Lorain County, Elyria, OH
1.0 FTE
JR# 415708
This position is a two year, term appointment with the possibility to extend for an additional one year pending funding.
Post Date: February 20, 2016
Deadline Date: March 20, 2016
Screen Date: April 6, 2016
To Apply

Campus Campaign Supports Extension, Too! . . . (Source: Cindy Torppa)
How many of us think the funds donated to Campus Campaign go straight to Columbus where they support wonderful programs on main campus? If that’s your understanding, I’m delighted to tell you that your contribution to Campus Campaign supports fund(s) that you choose – and those include local funds for your county office, the ESP Leadership fund, or any other fund that YOU designate when you make your contribution!

Please take a few minutes to find a fund you’d like to support. If you are a current faculty or staff member, you can search for funds to support by logging into the Campus Campaign online giving site at: https://www.osu.edu/giving/philanthropy-programs/campuscampaign/. Just click on the big red rectangular button that says, “Give Online or Search for Funds.”

Remember – it’s not about how much you give, but about your willingness to support a fund that you value by making a gift. A gift as low as $1 per pay period, or a one-time gift of $5 by credit card, or even a one-time gift of $1 in cash or check is welcome. And every gift helps us reach our goal of 45% participation in CFAES!

Thank you for considering a gift through Campus Campaign!

NAE4-HA First Timer Scholarships Now Available . . .
Are you new to NAE4-HA or have you been a member for a years and never attended an NAE4-HA Conference? Then this update is for you! Each Region awards two scholarships annually in the amount of $250 each. That’s 8 scholarships to support 8 new/existing members to attend a national conference! No, the scholarship doesn’t cover the whole cost of a conference but it will help to get you started in national level involvement.

Applications are due March 1 to your State Membership Recognition Chair. Each State will judge applications and send the selected candidate to their respective Regional Director by April 1. Regional Directors will then work together to judge and select two recipients for each Region. Recipients will be notified well in advance so they can complete registration. Recipients will also be recognized at Regional breakfasts during the conference and will receive their check.

The application with instructions is posted on the NAE4-HA website. Here’s how to find the application.
- Login to the NAE4-HA website.
- Click on Document Library.
- Click on the link First Timers Scholarship. Save the file and complete for submission.

If you have questions about the First Timers Scholarship, contact your Regional Director or Cheryl Newberry, (Cheryl.newberry@okstate.edu) Chair of the First Timers Scholarship Committee.

First Friday Coffee Break with an Ed Tech: Carmen Connect . . .
In case you missed the First Friday Coffee Break this month on Carmen Connect, the recording is now available.
What You Missed:

• Carmen Connect best practices
• How to create a meeting room
• How to add an audio profile to a meeting room
• Tips and tricks for getting the most out of virtual meetings and webinars with Carmen Connect

[Click here to view the recording.]

Signature Program Submissions - Logic Model Worksheet due April 1 . . . (Source: Ken Martin)

Extension A&P Educators and Faculty

If you are considering submitting a signature program proposal, the first step is to discuss this with your Assistant Director or Associate Director, Programs. You are encouraged to initiate this discussion in March and submit a Logic Model Worksheet by April 1. Download and complete the “Signature Program Logic Model Worksheet” outlining/identifying program goals and objectives, inputs, outputs, and outcomes http://go.osu.edu/SPlmw to use as the basis for your discussions. You will be directed to upload this completed logic model worksheet pdf with your online proposal.

Following the discussions with the Assistant Director(s) and/or the Associate Director, Programs, the completed proposal should be submitted online at the Signature Program online RFP site http://go.osu.edu/SPrfp by May 1.

The submitted proposals will be forwarded to Administrative Cabinet and to the Signature Program proposal review committee for review. A copy of the Signature Program Guidelines are located online at: http://go.osu.edu/SPguidelines

CFAES Finance Training – 2016 . . .

Instructor Led Courses scheduled for April and May 2016.

   Travel - Mileage, Overnight Travel - Pre-trip training, Overnight Travel - Post-trip training, Sales Tax, New Employees
   [REGISTER HERE]

Travel - Mileage
From calculation to submission we will cover submitting for mileage reimbursement under the new Travel guidelines.
Method: Adobe Connect
Date: Tuesday, April 5, 2016 1:30 – 3:00pm

Overnight Travel – Pre-trip training
This course will cover everything you need to know before you travel; including what is a T number, how to get one and how to prepay expenses.
Method: Adobe Connect
Date: Friday, April 15, 2016 1:30 – 3:00pm

Overnight Travel – Post Trip training
This course will cover everything you need to know after you travel, including how to submit receipts on travel cards, how to get reimbursed for personal expenses and how long you will have to wait for reimbursement.
Method: Adobe Connect
Date: Thursday, April 21, 2016 1:30 – 3:00pm

Sales Tax on University sales
Is your unit selling items that require you to collect and report sales tax? This will cover the process for collecting, reporting and reconciling sales tax when items are being sold via University funds or checking accounts.
Method: Adobe Connect
Date: Wednesday, April 27, 2016 1:30-3:00pm
New Employee Overview
This course will cover the basic topics for new finance employees including support staff, unit leaders and finance managers. We will cover things like terminology, training requirements, who to contact for help and for what areas finance employees are responsible.
Method: In Person, Columbus, Location to be determined
Date: Friday, May 13, 2016 9:30-3:30