

**Official Policy and Procedure for
UGA Cooperative Extension Personnel Desiring to Become a
Candidate for National/Regional Officer
Or National/Regional Committee / Task Force Chair
for Professional Organizations**

Prior to making application with any professional organization personnel must follow official procedures including completion and submission of this form.

Professional organizations will include but are not limited to: ANREP, ESP, NACAA, NAE4-HA, and NEAFCS.

This completed form must be submitted to Associate Dean for Extension's Office at least 6 weeks before candidate's application is due to the national professional organization.

Candidates should be aware of the duties required by the position he/she is pursuing. Means for handling assigned work and official duties of the national officer should be carefully considered prior to making application. Upon completion of this form with all necessary signatures, applicant may proceed to apply for national candidacy in chosen office or task force.

This form must be completed each time employee makes application for candidacy for any office or task force.

- 1. Candidate should discuss their plans with and receive the support of their immediate supervisor.**
- 2. Candidate should have support of his/her state professional association and be approved by the board of directors of the state association. This approval will be indicated by the association president's signature on this form.**
- 3. State program leader for ANR, FACS or 4-H should be notified by the association of applicant's intent to become a candidate. State program leader will provide input to the Associate Dean for Extension.**
- 4. Candidate should seek and receive the support of their District Director or Department Head.**
- 5. The signature and approval of the Associate Dean for Extension will complete this form.**

Name _____

Extension Position Held _____

County/Dept. _____ **District** _____

Address _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Name of Professional Organization: _____

Title of Office/Committee/Task Force: _____

Official Duties of Office/Committee/Task Force:

Means of handling assigned Extension work with additional national office duties:

1. Applicant Signature _____ **Date** _____

2. CEC or Supervisor _____ **Date** _____

3. State Prof. Assn. President _____ **Date** _____

4. District or Dept. Head _____ **Date** _____

5. State Program Leader _____ **Date** _____

6. Associate Dean for Extension _____ **Date** _____

***Policy and Procedure form adopted and required beginning in 2006-07 election year.**