Still Time to Register . . .

**Extension Annual Conference**

Tomorrow, Tuesday, **December 1**, is the last day to register for Extension Annual Conference which will be held on December 8 and 9. No late registrations will be accepted. Conference information can be found at [https://go.osu.edu/2015EAC](https://go.osu.edu/2015EAC). To register visit [https://go.osu.edu/EACregistration](https://go.osu.edu/EACregistration). (One day registration is $95; Two day registration is $145)
RiV Writing Help Sessions . . .

There are two RiV Writing Help Sessions that have been scheduled for the Southeast Region. These sessions have not been planned with a formal, structured agenda, but will be used to help each other with writing and Q&A. This meeting is good for those who are just getting started in the RiV system, others who are looking to seek promotion, or if you just need to brush up on your RiV skills. If you are interested in either of the sessions listed below, please contact Lee Ann Johnson at johnson.82@osu.edu.

- Thursday, December 3 – 9 a.m. @ Southeast Region Extension Office, Belle Valley
- Tuesday, December 22 – 1 p.m. @ Endeavor Center, Piketon

CFAES Weekly News Digest . . .

Please be sure to visit the weekly news that is sent from the Dean’s Office at http://u.osu.edu/cfaesadin.

Last week’s items include but are not limited to:

- Coca-Cola Critical Difference for Women Research Grants
- New Tax Form for Employees

RMRW Volunteer Training Video Released
(Source: Ohio 4-H News and Notes) . . .

The office of the Treasurer of Ohio partnered with OSU Extension in 2015 to develop a short instructional video for Real Money. Real World. community volunteers. We hope this resource will make it easier to recruit and train your invaluable volunteers! Their participation in the simulation is critical to Real Money. Real World. effectiveness and the impact on students. Please use this video! Email the link to possible volunteers for recruitment, email it to existing volunteers to help them feel confident in their role as a spending simulation volunteer, email it to anyone you believe it would benefit.

Click to access the RMRW volunteer instructional video. It is located near the bottom of the Real Money. Real World. description on the Treasurer’s website: http://ohiotreasurer.gov/RealMoneyRealWorld. Remember to get your RMRW participant survey data entered: http://go.osu.edu/2013RMRWde

Happy December Birthdays …

- December 2  Joe Lucente – Educator, Lucas County
- December 3  Carol Bottoms – Information Associate, Northwest Region
- December 14  Tammy Spillis – Program Assistant, Henry County
- December 15  Jerardo Soto – Program Assistant, Lucas County
- December 16  Judy Villard Overocker – Educator/Director, Richland County
- December 18  Suzanne Saggese – Program Assistant, Lucas County
- December 19  Susan Shickley – Program Assistant, Erie County
- December 20  Kelly Coble – Educator, Allen County
- December 21  Angie Holmes – Educator/Director, Erie County
- December 24  Sarah Noggle – Educator, Paulding County
- December 26  Erin Riegel-Mancuso – Office Associate, Seneca County

Cindy Torppa’s Schedule for Nov. 30 – Dec. 4

Monday: Campus
Tuesday: Northeast Region
Wednesday: Vacation
Thursday: Ashland County
Friday: Admin. Activities
This year’s Annual Conference theme of “Innovation in Action” provides the opportunity to showcase the programming taking place across Extension. The Ed Tech team will be offering five sessions at this year’s Annual Conference.

Tuesday, December 8
- 2:45 – Taking an Objective-Driven Approach to Technology Use in Extension

Wednesday, December 9
- 10:15 – Breaking Down Barriers to Social Media
- 12:45 – eXtension Educational Technology Learning Network: Building Bridges to Innovation in Extension
- 2:00 – Digital Storytelling in Extension Programming (facilitated in partnership with Queenie chow/OSU Digital Union)
- 2:00 – Learn How to Live Stream

Also, a Tech Faire will be held from 8 a.m. til 6 p.m. in the Ohio Stater’s Room, 2nd Floor, Ohio Union. Drop by anytime during this open house-style event.
- Ed Techs, IT support and communications staff will be on hand to answer questions. Educators and other program staff will also be on hand throughout the day to share their innovative programming and tech skills/expertise.
- Pick up step-by-step printed resources, instructables, and 3D printed swag (first come, first served).
- Take your “selfie from the future” at our Back to the Future photo booth complete with BTTF props. Offered in partnership with the Dean’s Conversation on the Future of Extension.
- The Faire will also feature new technology for program staff to consider (MaKey MaKey, virtual reality, 3D printing, etc.)

CES Annual Service Project . . .
Once again, the members of Chi Epsilon Sigma will conduct our Community Service project during Extension’s Annual Conference. CES members will be collecting non-perishable food and personal care items, along with monetary donations for the Mid-Ohio Foodbank as part of our community service efforts.

Biometric Screenings and Flu Shots . . .
On Dec. 8th and 9th, the OSU Health Plan’s Health Promotion Specialist(s) will be in the Great Hall Meeting Room from 10:00-2:30 for biometric screenings and flu shots. Remember, if you have recently* had a physical or completed a biometric screening with your provider, you can use those values to complete your Personal Health and Well-Being Assessment (PHA) in 2016.
TERSSA Conference Support (Source: Greg Davis) . . .

I’d like to make you aware of one way your unit could help support the national conference of the Extension and Research Support Staff Association (TERSSA) to be held in Columbus in October of 2016. Before retirement, Keith Smith had pledged $2000 toward the costs of the conference and an additional $3000 contingent on Chi epsilon Sigma (Ohio’s chapter of TERSSA) securing a match of $3000 in sponsorships.

If you are interested in helping support this national conference for our support staff, you can help in raising the CES match (and more) by tapping available balances from the following funding sources:

1) Unrestricted fund series 06xxxx
2) Unrestricted money housed in a grants and contracts fund 50xxxx
3) Available funding via Extension checking accounts

Remember, you would not contribute from restricted funding such as state funds 530801 and 550052 or county commissioners/levy funds 5003/4xx or donor funds 3xxxxx. Should you wish to initiate a transfer, please email Marianne Guthrie (guthrie.76@osu.edu) with your pledge amount and the ORG and FUND you would like to use to pay for the support.

Business Office Items . . .

Webpage
If you haven’t visited the Business Office website in a while, some new items you might find of interest at http://cfaesfinance.osu.edu include:

- Extension Computer Depot Update
- Finance Service Center Representative List by Org
- Travel Policy Help

PCard
A reminder that if you are using your office PCard to pay for lodging for next week’s Annual Conference, (in addition to getting a T# in advance) you will want to visit the Office of Controller’s website at https://controller.osu.edu, go to the Forms section and then Tax Compliance. You should print off the following Tax Exemption Certificates to supply to the hotel.

- State of Ohio Sales and Use Tax Blanket Exemption Certificate
- City of Columbus Certificate of Exemption, Hotel/Motel Excise Tax
Staples
We have launched our new relationship with Staples this morning.

You'll now see Staples Advantage as our official office supplies partner in eStores, replacing Office Max.

We have tested the system with two pilot groups representing users throughout the Columbus campus, medical center and regional campus to ensure a smooth rollout. But if you encounter any issues, we are ready to help you resolve them.

If you have not already viewed this video tutorial, I encourage you to take a moment to do so. It highlights how customer-friendly the Staples Advantage is to use.

As always, our team is happy to help you address any questions.
- Sherry Huegel (Huegel.1@osu.edu or 614-688-4415) is our project leader for this partnership.
- Susie Petrak (Petrak.7@osu.edu or 614-688-4675) is our on-campus Staples Advantage representative.

The Staples Advantage catalog is robust and offers discounts that are only possible because of the teamwork across the university to utilize our office-supplies contracts. Among other benefits of this new relationship, sustainable products are available throughout the catalog.

Silent Auction at Annual Conference (Source: Beth Young) . . .

Thank you to everyone that has contacted me regarding a basket or “Recycled Treasure” for the CES Silent Auction. Please consider participating in this year’s Silent Auction at Annual Conference – an opportunity for a good cause. Chi Epsilon Sigma (professional association for support staff) sponsors this auction as a fundraiser to honor their best via awards such as the Extension Support Staff Excellence Award.

The Silent Auction will take place in the Great Hall Meeting Room. It will be open both days – Tuesday, December 8, from 10:15 am to 6:15 pm and Wednesday, December 9, from 7:00 am to 1:45 pm. Winners will be announced at the closing session on Wednesday.

Consider this an opportunity for a team project and donate a themed basket or OSU items for the Silent Auction. If there is something unique about your county, consider that as a theme for your basket. Any price range is welcome and we are looking for baskets for both men and women.
We will have a new section at the auction this year – “Recycled Treasures”. If you have a wedding gift that you have never taken out of the box or an old lamp that you have no use for, please consider donating it! Someone may be looking for that item and give it a good home while raising money for CES!

New this year! As a small incentive, we will reward the county basket that raises the most money! We would like to have a basket donated from every county! No basket is too big or too small!

Please email me at young.1414@osu.edu with the theme and/or picture of your donation. If you have any questions or need additional information, please do not hesitate to contact me at young.1414@osu.edu or 513-785-6655.