



# Chi Epsilon Sigma

(CES)

Alpha Chapter

The National Extension Support Staff Fraternity

President

**Carolyn Hall**

Extension Business Office  
4 Agr. Admin. Building  
2120 Fyffe Road  
Columbus, OH 43210  
614-292-3748

Vice-President

**Kathryn Mohler**

Montgomery County  
1001 S. Main Street  
Dayton, OH 45409  
937-224-9654

Secretary-Treasurer

**S. L. Kris Simpson**

Huron County  
180 Milan Avenue  
Norwalk, OH 44857  
419-668-8219

Annalist

**Lisa Murphy**

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4 Agr. Admin. Building  
2120 Fyffe Road  
Columbus, OH 43210  
614-292-4191

Historian

**Linda Newman**

Clark County  
4400 Gateway Blvd., Suite 104  
Springfield, OH 45502  
937-328-4607

Membership Secretary

**Lee Ann Johnson**

South East Regional Office  
16714 Wolf Run Road  
Caldwell, OH 43724  
740-732-2381

Administrative Liaison

**Jennifer Kiel**

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3 Agr. Admin. Building  
2120 Fyffe Road  
Columbus, OH 43210  
614-292-3510

Mentor Coordinator

**Kaye Clay**

Guernsey County  
P.O. Box 300  
Old Washington, OH 43768  
740-489-5300

Past President

**Carol Bunn**

West Regional Office  
204 Mount Hall  
1050 Carmack Road  
Columbus, OH 43210  
614-688-8330

August 1, 2008

TO: All OSU Extension Support Staff

FR: Lee Ann Johnson, Membership Secretary

RE: **Annual CES Membership Enrollment**

The CES board extends an invitation to all Extension support staff to become members of Extension's support staff professional organization.

Chi Epsilon Sigma membership is open to all OSU Extension support staff with at least a 45 percent appointment and to all OSU Extension support staff emeriti. The mission of CES is to create a support network within Extension to encourage professionalism among support staff and to develop effective working relationships statewide. Membership provides many tangible benefits, including awards and scholarships (including a \$1000 cash award for Extension Support Staff Excellence), leadership experiences, connections with other staff throughout the state, quarterly newsletters, secret friend opportunity, and the annual fall meeting.

Annual membership dues are \$15, with free, lifetime membership for emeriti. Extension administration reaffirms that dues may be paid from county/department budgets with supervisor approval. To encourage membership, six scholarships are available for members who could not otherwise join because of budget constraints. And, because the CES Board believes so strongly in participation by all members, one scholarship will be awarded to help defray travel costs to this year's CES Annual Meeting. To apply for scholarships, check the appropriate box on the membership application.

Complete the membership application and return to me before August 31 to join or renew your membership. If you are interested in the secret friend activity, another form is attached that will need to be completed and returned with your membership application.

This year's CES annual meeting will include a breakfast on the morning of Wednesday, October 22 at the Nationwide & Ohio Farm Bureau 4-H Center in Columbus in partnership with the support staff annual fall conference.





**Chi (*life*) Epsilon (*loyalty*)**  
**Sigma (*learning*)**  
**The National Extension Support Staff Fraternity**

**CES Purpose:**

The purpose of this fraternity shall be to maintain the standards and ideals, uphold the morale, prestige and respect of Ohio State University Extension support staff, to develop an effective working relationship and a spirit of fraternal fellowship among the present and emeriti employees of Ohio State University Extension, and to encourage professionalism within Extension.

**CES Goals:**

- ◆ Encourage professionalism
- ◆ Provide leadership opportunities
- ◆ Award \$1000 to a member annually for sustained excellence in overall job responsibilities
- ◆ Award two \$200 professional development grants annually
- ◆ Recognize new members and years of service
- ◆ Conduct annual meetings and special activities
- ◆ Provide opportunities to participate in community involvement/service
- ◆ Mentor new support staff members
- ◆ Renew fraternal fellowship
- ◆ Provide professional representation

**CES Members:**

- ◆ Enjoy membership in a statewide organization
- ◆ Have the opportunity to achieve professional and personal recognition
- ◆ Network and enjoy fellowship with Extension colleagues state-wide
- ◆ Have professional representation to OSU Extension and CFAES Administration and various committees
- ◆ Can participate in mentoring opportunities
- ◆ Receive quarterly newsletters
- ◆ Make a secret friend for the year
- ◆ Pay annual dues of \$15 for active members (no cost for emeriti)
- ◆ Receive a CES pin and notebook

**CES Leadership:**

- ◆ Quarterly meetings with Director Keith Smith and other organizational presidents
- ◆ Mentor assignments for support staff statewide in cooperation with Extension HR
- ◆ Coordination of the Annual Support Staff Conference
- ◆ New Personnel Orientation ADHOC Committee
- ◆ And many others

**CES Eligibility:**

A person employed with at least 45 percent time as an Ohio State University Extension Support Staff employee, who has performed satisfactory service as an OSU Extension support staff employee shall be eligible for membership without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, or veteran status.

Visit Chi Epsilon Sigma Alpha Chapter website at <http://ces.ag.ohio-state.edu/>





**Chi Epsilon Sigma - Alpha Chapter**  
**The National Extension Support Staff Fraternity**

**2008-2009 Membership Application**

**Please provide current information**

Name	
Work Address	
City, State, Zip	
Daytime Phone	
E-Mail	
Birthdate	MM/DD ____/____
Wedding Anniversary	MM/DD/YYYY ____/____/____
<input type="checkbox"/> I wish to participate in the Secret Friend activities this year and have enclosed my information sheet.	

**To be completed by current Extension employees**

Title	
County/Center/Region/Campus	
Extension Anniversary Date	MM/DD/YYYY ____/____/____      Years of Extension Service ____ (based on current year)

**To be completed by Extension emeriti**

Do you wish to continue receiving CES mailings?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If so, what method?	<input type="checkbox"/> <b>USPS</b>	<input type="checkbox"/> <b>Email</b>
Do you have an interest in serving on the CES Board?	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**\$15 Annual Dues – please check one:**

Renewal     New Member     Emeriti – dues waived for lifetime membership

**Scholarships**

Six scholarships are available to waive annual dues and one scholarship is available to defray costs to the CES annual meeting. Qualifications are based on office budgetary constraints. Notification will be made by September 15.

Please check if you would like information sent to you.

OSU Extension Org # \_\_\_\_\_ Fund # \_\_\_\_\_ Account # 64401 User Def \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

Check payable to **Chi Epsilon Sigma** Ck # \_\_\_\_\_ (endorse back of check “For Deposit Only”)

**Return this form (and check if applicable) to:**

Lee Ann Johnson, Membership Secretary  
 OSU Extension – South East Regional Office  
 16714 Wolf Run Road, Caldwell, OH 43724  
 Fax 740-732-5992



**Membership deadline August 31**



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August 1, 2008

TO: CES Fraternity Members

FR: Lisa Murphy

## *Secret Friend Activity*

Would you like to get to know a fellow CES member better? If so, we invite you to participate in the Secret Friend activity. This activity is for members interested in a commitment to yourself, your Secret Friend and the program in general. The activity is designed to be an informal, voluntary arrangement. You are encouraged to send your Secret Friend (anonymously) notes, cards and remembrances throughout the year. Possible occasions to keep in mind are birthdays, holidays, special occasions, or just a note of kindness. Let your imagination be your guide. You are not expected to spend a lot of money, but we do ask that you be thoughtful in your sending. It's always fun to be on the receiving end, but in fairness to all involved, we need to be considerate in our sending as well.

To become another member's Secret Friend, all you have to do is complete the bio-sheet and send it back with your membership application. Once the bio-sheets are received, matches will be made and your Secret Friend's bio will be sent to you.

For those of you participating this year, your current Secret Friend will be revealed to you at the Annual Meeting on October 22.

If you have questions, please contact me:

614-292-4191 phone

[murphy.533@osu.edu](mailto:murphy.533@osu.edu)

# CES Secret Friend Form



If you would like to participate in the 2008-09 Secret Friend activity, please complete the following information and send with your membership application to:

Lee Ann Johnson, CES Membership Secretary  
OSU Extension, South East Regional Office  
16714 Wolf Run Road, Caldwell, OH 43724  
Fax 740-732-5992

## Secret Friend bio sheet:

Name \_\_\_\_\_

Work Address \_\_\_\_\_

\_\_\_\_\_

Please indicate the county/region/campus office where you work \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM/DD)

Wedding Anniversary \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM/DD/YYYY)

Extension Anniversary \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM/DD/YYYY)

Most stressful time of your professional life/career \_\_\_\_\_

\_\_\_\_\_

Personal information you would like to share about yourself (hobbies, family, interests, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_