ARKANSAS MASTER GARDENER AWARDS PROCESS AND DEADLINES

The Arkansas Master Gardener Award nomination forms will be available on the state website once final approval is given by UADA IT (usually by September):

https://www.uaex.uada.edu/yard-garden/master-gardeners/awards.aspx

Important Dates

The deadline to submit nominations is **January 15th** each year for the previous year's work.

Awards will be presented during the Arkansas Master Gardener (MG) State Conference, usually at the end of May or beginning of June. Each AR MG State Conference host chapter/program determines how and when the awards will be presented at the evening conference opening festivities. Highlights of the Awards Winners' nominations may be placed on the publicly accessible Arkansas Master Gardener website.

Award Nomination Categories

Each MG program is allowed only one nomination per award category. Only nominate people within your own MG program. A single statewide award will be given for each award category.

The award categories are:

1. Rookie of the Year
2. Mimi Cox Mentor of the Year
3. Extension Agent of the Year
4. Friend of Master Gardeners - Individual
5. Friend of Master Gardeners - Business or Organization
6. Newsletter of the Year
7. Project of the Year
8. Excellence in Education
9. Master Gardener of the Year

Award Nomination Process

Write nominations based on the guidelines and the specifically requested information for each award. Follow your local Master Gardener program's nomination guidelines and procedures. We recommend working through a Nominations Committee and have a team of people to review each nomination carefully for addressing all nomination criteria, grammar, spelling and punctuation; avoid undefined abbreviations.

If your MG program has a Co-Chair or Assistant Chair for Newsletter, Excellence in Education and Project nominations, please indicate so on the application form. If your program wins, the Co-Chair/Assistant Chair will be your guest at the Awards Ceremony. County 76 awards only one trophy per award; additional trophies may be ordered at the MG program's expense.

Nominations will be sent to a nationwide panel of qualified judges selected by the AR MG County 76 Recruiting, Retention and Recognition (RRR) Project. Judges' decisions will be final.

How to Complete and Submit Nominations

We recommend you have a team of people to review each nomination carefully for addressing all nomination criteria; failure to do so will make your nomination ineligible to go to the Judges. Check grammar, spelling and punctuation; avoid undefined abbreviations. Send all nomination narratives, including measures used to evaluate the nominee's impact, as an attachment with the prescribed title format at the top of the nomination and 5 high-resolution action-oriented JPEG images with captions which are embedded at the end of the nomination. Use a standard font in at least 11-point type.

Important Software Information: **Microsoft Word** documents are preferred. **Google Docs** requires the submitter to grant editing privileges to all who receive the online Google Docs link; the Awards team will convert to Word for you). **Apple Pages** requires conversion to Word before submitting. Steps to Convert Pages to Word: 1) On Mac: Open the document, click File in the top menu bar, select Export To, and choose Word. Click "Next" to name and save the file. 2) On iPhone/iPad: Open the document, tap the Share button (box with upward arrow), select Export and Send, choose Word, and save to files. 3) On iCloud.com: Sign in to iCloud.com, open the document, click the More button (three dots), choose Download a Copy, and select Word. *Do not send a PDF*.

[Last Year] Arkansas Master Gardener – [Category] of the Year Nomination
[Nominee Name]
Submitted by the [Program Name] Master Gardeners with [#] active and [#] total members

Action-oriented images should provide support, clarify and enhance the understanding of the nomination narrative. Include captions that identify the MGs (and MG partners) and the MG work being done. Include a close-up shot of two to three people interacting, too. The 5 digital image files may include maps, charts, graphs, drawings, newspaper articles with multiple images, or a collage of photos as a single image. **Please note that parent/guardian-signed UADA media release forms are required for minors; if these forms are not on file, blur their facial features;** *failure to comply results in ineligibility. Nominations with more digital images than requested will be returned as ineligible.* (Keep your additional images, newspaper articles, plan drawings, etc., handy for use in winning nomination videos and write-ups.)

Nominations that exceed the word limit (word count limit is indicated in each nomination application guideline) will be returned as ineligible. The word count is calculated by the RRR Awards Committee; please be aware that various versions of software count differently, so consider going below the maximum word count to have a cushion. (Note that the required nomination title, headings, subheadings (to break up lengthy text passages), bullet points, numbered lists, footnotes, and image captions are not part of the document word count.)

Nomination forms without at least 3 qualified physical (not computer software-generated) signatures: an Extension Agent's, County Extension Staff Chair, current Master Gardener President's and nominator(s) physical signatures (or a qualified substitute if those roles are the nominee) will be returned as ineligible.

Submit nominations electronically via email to the AR MG County 76 Recruiting, Retention & Recognition (RRR) Project's Awards Coordinators at C76RRR@gmail.com by **January 15th** each year.

ALL entries must be sent with 2 attachments in one email. Send separate emails for each award category being submitted.

1. The completed and physically signed application form with at least 3 qualified physical signatures (may be submitted as a PDF or image). The application form is used by RRR to verify nomination authenticity for your MG program's protocols; then **the submitted application form is sent to the judges**.
2. The completed, clearly labeled ([year], [category], [nominee] and [program name]) nomination form, including 5 embedded images with captions, as a **Microsoft Word** or **Google Doc** (allow editing permission); ***see above for Apple Pages conversion to Word***. *Do not send as a PDF*. **The submitted nomination document is forwarded to the judges**.

RRR prefers you submit all of your Master Gardener program's nominations electronically via email on the same day, to help RRR with electronic filing of nominations received.

Send your final proofed copy to the C76RRR@gmail.com email; once submitted, it cannot be altered. RRR Awards Coordinators do not proofread or edit documents.

Questions or Clarifications

If you have any questions regarding the nomination forms or the process, please email the AR MG County 76 Recruiting, Retention & Recognition Project Awards Coordinators at C76RRR@gmail.com.

Good luck! We look forward to receiving your nominations to honor your Master Gardener program's outstanding work.