

Arkansas Master Gardener Extension Agent of the Year Award

Submission Deadline is January 15th via email to C76RRR@gmail.com.

MG Program Name: _____

MG Program Size: 50 members or fewer _____ OR 51 members or more _____

Name of MG Contact Submitting Nomination: _____

MG Contact Email: _____ Phone: _____

Signature and Date: _____

Nominee Name: _____

Email: _____

Phone: _____

MG President Name: _____

President's Email: _____ Phone: _____

Signature and Date: _____

Program Extension Agent/Staff Chair Name: _____

Agent's Email: _____ Phone: _____

Signature and Date (cannot be the Nominee): _____

Arkansas Master Gardener Extension Agent of the Year Award

Guidelines. Extension agents who assist the local Master Gardener program are eligible to be nominated. Agents who have won the Extension Agent of the Year Award are not eligible for renomination for a minimum of 5 years while remaining in the same position and/or location.

The **nomination must not exceed 500 words.** (Note that required nomination title, subheadings (to break up lengthy text passages) and image captions are NOT part of the document word count.) Please submit the following information:

1. Give a description of the nominee's outstanding efforts in supporting, guiding and fostering the Master Gardener program. Be sure to include the number of years the nominee has provided MG program oversight. (45 points)
2. Explain how the nominee's outstanding contributions have impacted the MG program, Extension Service and the local county. Be sure to include how the nominee's impact was evaluated. Cite measurable data. (45 points)
3. Submit four (4) high-resolution action-oriented digital images in JPEG format embedded at the end of your nomination. Identify via captions who is in the image and work being performed. Images should provide support, clarify and enhance the understanding of the nomination narrative. Digital images may include photographs, garden planning/layout sketches, newspaper clippings, etc. (10 points)

Winning nominations will be presented as a short video at the AR MG State Conference, then nomination may be available on the publicly accessible AR MG website. Please have numerous additional action-shot images available for the video and website posting. **Please note that minors and adults who have not signed photo waivers need to have their facial features blurred.**

Ensure all nomination forms are completed, signed and dated before submitting.

All entries must be sent electronically with 2 attachments in one email. (Create a separate email for each award category.)

1. The completed and physically signed application form with at least 3 qualified physical signatures (page 1, which may be submitted as a PDF or image). This application form is used by RRR to verify nomination authenticity. The application form is not sent to the judges.
2. The completed, clearly labeled ([year], [category], [nominee] and [program name]) nomination form, including images with captions, as a Microsoft Word or Google Doc attachment. **This nomination document is forwarded to the judges.**

RRR prefers all program nominations be submitted on the same day, to help RRR with electronic filing.

Submit nominations electronically via email to the AR MG County 76 Recruiting, Retention and Recognition Project at C76RRR@gmail.com by January 15th.

For guidance in writing effective entries (based in large part on judges' comments), see:

1. Arkansas Master Gardener Awards Process and Deadlines.
2. Checklist for Writing an Effective Arkansas Master Gardener Nomination.