

ARKANSAS MASTER GARDENER AWARDS PROCESS AND DEADLINES

The Arkansas Master Gardener Award nomination forms are available on the state website:
<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. 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.

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. Excellence in Education
8. Project of the Year
9. Master Gardener of the Year

Two awards will be given for each award category based on the Master Gardener program's membership size: a) 50 members or fewer, or b) 51 members or more.

Award Nomination Process

Write your nominations based on the guidelines and the specifically requested information for each award. Follow your 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 abbreviations.

If you have a Co-Chair or Assistant Chair for Newsletter, Excellence in Education and Project nominations, please indicate so on the application form. If you win, your 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 county's expense.

Nominations will be sent to a panel of qualified judges selected by the AR MG County 76 Recruiting, Retention and Recognition (RRR) Project and the AR MG State Office personnel. Judges' decisions will be final. There will only be one winner for each award.

How to Complete and Submit Nominations

We recommend you have a team of people to review each nomination carefully for addressing all nomination criteria, grammar, spelling and punctuation; avoid abbreviations. Send all nomination narratives, including measures used to evaluate the nominee's impact, as a Microsoft Word or Google Docs file with the prescribed title format (shown below) at the top of the nomination and 4 high-resolution action-oriented JPEG images, with captions, embedded at the end of the nomination. Use a standard typeface in at least 11-point type. **Please note that minors and adults who have not signed photo waivers need to have their facial features blurred.**

**[Last Year] Arkansas Master Gardener – [Category] of the Year Nomination
[Nominee Name]
Submitted by the [Program Name] Master Gardeners [indicate (50- OR 51+ 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. *Nominations with more digital images than requested will be returned as ineligible. (Keep your additional 40-plus 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. (Note that the required nomination title, subheadings (to break up lengthy text passages) and image captions are not part of the document word count.)

Nomination forms without at least 3 qualified 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 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 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; the application form is not sent to the judges.
2. The completed, clearly labeled ([year], [category], [nominee] and [program name]) nomination form, including up to 4 embedded images with captions, as a Microsoft Word or Google Doc attachment. **This 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.

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 at C76RRR@gmail.com.

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

~ **Your Arkansas Master Gardener County 76 Recruiting, Retention & Recognition Project Team** ~