

Texas 4-H Volunteer Awards Program Handbook



2007-2008

**For more information about the volunteer
award nomination process, contact:**

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Texas 4-H Volunteer Awards Program 2007-2008

Each year, the Texas 4-H and Youth Development Program provides awards and recognition for various individuals and groups that provide support to the 4-H program. All awards are presented at the Salute to Excellence Banquet on **Wednesday, June 11, 2008**, at Texas 4-H Roundup. **NOTE: In 2008, the Salute to Excellence Banquet will be held during the lunch hour.** Any Extension employee, 4-H member and/or volunteer may make nominations for the awards. Therefore, county Extension agents are encouraged to share this information with co-workers, volunteers and 4-H members.

A list of prior award winners is available on the Texas 4-H Website at:

<http://texas4-h.tamu.edu/adults/volunteers/awards.html>

NOMINATION PROCEDURE

It is important that proper recognition be given to those who have made significant contributions to the young people of Texas. To nominate someone for any award, the corresponding award application/nomination form must be completed, typed and submitted to the respective County Extension Office by Friday, February 29, 2008. All award applications must be submitted to the state office by the deadline of March 28, 2008.

Applications received after this date will not be considered for award nominations.

COMPLETION OF AWARD APPLICATIONS

For all award nominations, make sure the appropriate application is complete. Be concise, brief and interesting. Use only the space provided on the nomination form. Do not add pages to any application. All applications should be typed.

NOMINATION DEADLINES

Deadline for County Office <u>to receive</u> nominations:	February 29, 2008
Deadline for District Office <u>to receive</u> nominations:	March 14, 2008
Deadline for State Office <u>to receive</u> nominations:	March 28, 2008

All applications sent to the state office should be mailed to the following address:

Texas 4-H Office of Volunteer Development
% Courtney Dodd
Extension Program Specialist
7607 Eastmark Drive, Suite 101
College Station, TX 77840

CITATION FOR OUTSTANDING SERVICE TO 4-H

This award recognizes an individual or a business who has made an outstanding contribution to Texas 4-H programs ON A REGIONAL OR STATE BASIS. Awards are generally made based on a long-term commitment rather than a one-time program. Individuals or businesses that are local supporters, and limit their contributions to local programs, should be recognized at the local level. The number of citations awarded will vary from year to year.

TEXAS 4-H ALUMNI AWARD

The Texas 4-H Alumni Award will recognize adults who have made significant achievements IN THEIR COMMUNITIES. Consideration is given to individuals who have demonstrated an outstanding record of achievement AS A 4-H MEMBER and who have shown evidence of 4-H's influence on their adult lives. Continued service to 4-H in adulthood is very important. **No current Extension employee may receive this award.** The number of 4-H alumni awards presented will vary from year to year.

MERITORIOUS SERVICE AWARD

The 4-H Volunteers Leaders' Association of Texas annually recognizes an outstanding county Extension agent, county Extension director, or program assistant and an outstanding Extension Specialist (any program area) or District Extension Administrator with the Meritorious Service Award. The purpose of this award is to recognize Extension faculty members for their role in making 4-H volunteers more effective. These nominations should not be limited to 4-H Faculty. There are many deserving faculty members whose major responsibilities fall in other program areas. All nominations should be made by a 4-H member or Adult Leaders' Association member and forwarded to the local county Extension agent. (Should you nominate your agent, forward the form to another local agent.) The agent will verify the nomination contents and forward it to the appropriate District Extension Administrator for review and submission to the state 4-H office. Nominees must be a resident of Texas and have been paid staff or faculty with Texas Cooperative Extension/Texas 4-H for the immediate past five (5) years. Two awards are given annually.

TEXAS 4-H SALUTE TO EXCELLENCE AWARD

This award recognizes outstanding 4-H volunteers for their service to 4-H programs and the impact that they have had on the lives of young people. Each district may select two recipients who will be honored with this award. The awards are sponsored by the Texas 4-H and Youth Development Program. Districts are strongly encouraged to submit one award winner for excellence in club work (community, project, school) and one award winner for excellence through special interest and curriculum enrichment programs. Selections are made at the district level with two copies of the nomination forms forwarded to the Texas 4-H Office c/o Courtney Dodd, Extension Program Specialist. **Winners should be notified by District Extension Offices.**

LEADER'S LEGACY AWARD

This award recognizes a 4-H leader who has been an integral part of the 4-H and Youth Development Program for 20 years or more. The person who is nominated for this award may or may not be the person who is always in the spotlight, but is the one who makes an impact and a difference on the 4-H members with whom he/she works. Stretch beyond normal thinking and be inclusive in making a selection for this prestigious nomination.

Specific requirements for the Leader's Legacy Award include:

- Twenty (20) or more years of service to 4-H as a volunteer leader.
- Continuing support of the 4-H program at any level.
- Must have been a club manager or project leader in a county in Texas for at least five (5) years.

The number of Leader's Legacy Awards presented each year depends upon the number of nominations that are received by the state deadline. The following key is used to determine the number of awards given.

- 1-10 nominations = 1 award
- 11-15 nominations = 2 awards
- 16+ nominations = 3 awards

Nominations for the Leader's Legacy Award may be made by 4-H members, 4-H volunteers, County Commissioners, State Specialists, county Extension agents, program assistants, District or County Extension Administrators, other program partners/collaborators.

Selections will be made by an anonymous, diverse committee at the state level. The judges' decision is final. Leaders are strongly encouraged NOT to submit the nomination form for themselves, but to make this a time to recognize other 4-H leaders.

The recipient of this award will be notified by the Office of Volunteer Development in advance so he/she can plan to attend the banquet.

County Deadline: February 29, 2008
District Deadline: March 14, 2008
State Deadline: March 28, 2008

**CITATION FOR OUTSTANDING SERVICE TO 4-H
NOMINATION FORM**

Name/Company of Award Nominee: _____
(Use the person's actual name to be placed on the plaque.)

Phonetic Spelling of Nominee/Company: _____

Contact (if company being nominated): _____

Professional Title: _____

County: _____ District: _____

Mailing Address: _____

City: _____, TX Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Provide a description of the nominee's contributions made to the Texas 4-H Program on a regional/state basis.

Write a short (100 words or less) script that can be used in presenting the award. Include the person's most outstanding accomplishments in 4-H.

Name of person submitting nomination: _____ County: _____

Mailing Address: _____ City: _____, TX Zip: _____

Telephone: _____ E-mail: _____

County Deadline: February 29, 2008
District Deadline: March 14, 2008
State Deadline: March 28, 2008

**TEXAS 4-H ALUMNI AWARD
NOMINATION FORM**

Name of Award Nominee: _____
(Use the person's actual name to be placed on the plaque.)

Phonetic Spelling of Nominee's Name: _____

County: _____ District: _____

Mailing Address: _____

City: _____, TX Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Employment of Nominee: _____

Professional Title: _____

Provide a description of significant achievements the nominee has made in his/her community as a result of 4-H

Write a short (100 words or less) script that can be used in presenting the award. Include the person's most outstanding accomplishments in 4-H.

Name of person submitting nomination: _____ County: _____

Mailing Address: _____ City: _____, TX Zip: _____

Telephone: _____ E-mail: _____

County Deadline: February 29, 2008
District Deadline: March 14, 2008
State Deadline: March 28, 2008

**MERITORIOUS SERVICE AWARD
4-H VOLUNTEER LEADERS' ASSOCIATION OF TEXAS**

NOMINATION FORM

Nominee Information:

Name of Award Nominee: _____
(Use the person's actual name to be placed on the plaque.)

Phonetic Spelling of Nominee's Name: _____

Professional Title: _____

County and/or District in which nominee is now serving: _____

Other counties and/or districts served: _____

Mailing Address: _____

City: _____, TX Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Role of Nominee (check one):

Program Assistant County Extension Agent CED (County Extension Director)
 Specialist (4-H or other) DEA (District Extension Administrator)
 RPD (Regional Program Director)

Provide a brief overview of the nominee's service to 4-H during the immediate past five (5) years, in addition to any other information that may strengthen the nomination. Please limit your comments to one hundred (100) words. This will be used as a script in presenting the award.

Name of person submitting nomination: _____ County: _____

Mailing Address: _____ City: _____, TX Zip: _____

Telephone: _____ E-mail: _____

**MERITORIOUS SERVICE AWARD
4-H VOLUNTEER LEADERS' ASSOCIATION OF TEXAS**

NOMINATION FORM

Please enter information about what was accomplished by the nominee during the immediate past five years.
Limit comments to space provided.

1. Leadership Development of Other Adults and/or Youth:

(Example of what leadership activities the nominee has demonstrated, training provided for volunteers or youth, assistance and support of volunteers, recognition received.)

2. Leading Others

(Examples of how effective nominee is in working with groups, building and using teams, conflict management and motivating others.)

3. Community Leadership

(Ability to partner and collaborate with others, involvement in the community.)

4. Coordination and Cooperation with Various Groups and Key People:

(Examples: Elected officials, donors/sponsors, 4-H families/leaders, media representatives, advisory groups.)

Supervisor's Comments: May be added to support the nomination after application is submitted by nominator. Please limit comments to one page and attach to the nomination form. Addition of supervisor's comments is optional.

**MERITORIOUS SERVICE AWARD
4-H VOLUNTEER LEADERS' ASSOCIATION OF TEXAS**

SCORE SHEET

Name of Nominee:	Possible Score	Score
1. Leadership Development <ul style="list-style-type: none"> • Example of what leadership activities the nominee has demonstrated • Training provided for volunteers and youth • Assistance and support of volunteers • Recognition received 	30	
2. Leading Others <ul style="list-style-type: none"> • Examples of how effective nominee is in working with groups • Building and using teams • Conflict management • Motivating others 	30	
3. Community Leadership <ul style="list-style-type: none"> • Ability to partner and collaborate with others • Involvement in the community 	30	
4. Coordination and Cooperation with Various Groups and Key People <ul style="list-style-type: none"> • Elected officials • Donors/Sponsors • 4-H Families/leaders • Media representatives • Advisory groups 	10	
Comments: 		
Total Score	100	

County Deadline: February 29, 2008
District Deadline: March 14, 2008
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**TEXAS 4-H SALUTE TO EXCELLENCE
NOMINATION FORM**

Name of Award Nominee: _____
(Use the person's actual name to be placed on the plaque.)

Phonetic Spelling of Nominee's Name: _____

Mailing Address: _____

City: _____, TX Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Occupation/Professional Title: _____

County: _____ District: _____ Number of years as a 4-H Volunteer: _____

Name of club, group or project with which nominee is affiliated: _____

Write a short script (100 words or less) that can be used in presenting the award to the nominee, if selected.
Include the person's most outstanding accomplishments in 4-H as a leader.

Name of person submitting nomination: _____ County: _____

Mailing Address: _____ City: _____, TX Zip: _____

Telephone: _____ E-mail: _____

List the five most outstanding accomplishments of this volunteer.

What impact has this person's contributions had on 4-H members, parents, other volunteers and the program in general? (*Focus on youth and / or volunteer development.*)

What impact has this person's leadership had on youth, adults and the community through overall Extension programs and/or educational efforts by other agencies or organizations?

TEXAS 4-H SALUTE TO EXCELLENCE

SCORE SHEET

Name of Nominee:	Points	Score
1. Outstanding Accomplishments of Volunteer	30	
Comments:		
2. Impact on 4-H Members, Parents, Volunteers and Program	35	
Comments:		
3. Impact nominee's leadership has on youth, adults and the community through Extension programs and/or educational efforts by other organizations and agencies	35	
Comments:		
Total Score	100	

County Deadline: February 28, 2008
District Deadline: March 14, 2008
State Deadline: March 28, 2008

**LEADER'S LEGACY AWARD
NOMINATION FORM**
Recognizing Leaders for Exemplary Service to 4-H & Youth Programs

Name of Award Nominee: _____
(Use the person's actual name to be placed on the plaque.)

Phonetic Spelling of Nominee's Name: _____

Mailing Address: _____

City: _____, TX Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Current County: _____ Current District: _____

Previous counties in which nominee served as a leader: _____

Number of years as: Club Manager: _____ Project/Activity Leader: _____ Master Volunteer: _____ Other: _____

Write a short (100 words or less) script that can be used in presenting the award.

Name of person/group submitting nomination: _____ County: _____

Mailing Address: _____ City: _____, TX Zip: _____

Telephone: _____ E-mail: _____

Give specific examples of how this leader has promoted and continued to support the 4-H program.

What types of efforts or accomplishments separate this leader from the others to receive this award?

What is the greatest quality this leader demonstrates consistently that may influence 4-H members?

What **one word** would you use to describe this leader in his/her role with the youth program? _____

References:

Name: _____ Phone number that you can be reached at: _____

Name: _____ Phone number that you can be reached at: _____